Everest

COLLEGE

TEXAS CATALOG
2016 – 2018

www.Everest.edu

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Main campus
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Main campus
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The contents of this catalog and any addendum to this catalog, as well as other school bulletins, or announcement are subject to change without notice and such changes will not negatively affect currently enrolled students.

As of the date of the publication of this catalog, the information in this catalog is true and correct in content and policy to the best of my knowledge.

George Roedler

Director of Regulatory Affairs

CAMPUS DIRECTOR'S MESSAGE

We would like to welcome you to Everest College, a school that provides a friendly, small-campus atmosphere where our dedicated staff can take a personal interest in the progress of each student. This caring attitude, combined with progressive curricula, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.

Obtaining a postsecondary education gives our graduates a competitive edge in their career field. Our programs are designed for employment in the state of Texas as well as other progressive areas throughout the country.

Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for their chosen career.

We have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Everest. We invite all interested parties, therefore, to visit our campus and review our programs. Our experienced admissions officers will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

Benjamin Franklin once said, "If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest."

All additional addenda become an integral part of this catalog as of their effective date.

The information contained in this catalog, supplements and addenda (if applicable) is true and correct to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective date.

Colette Franklin
Arlington Campus Director

Chris Peters
Dallas Campus President

Rhonda Barefoot Evans
Ft. Worth South Campus Director

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ABOUT EVEREST COLLEGE

ZENITH EDUCATION GROUP
Everest College is part of the Zenith Education Group, a nonprofit provider of career school training. Above all, we are driven to promote the long-term success of our graduates—measured in strong program completion and job placement rates. We are working to help our students access the high-quality education necessary to enter into prosperous and fulfilling careers.

THE ZENITH COMMITMENT TO STUDENTS
At Zenith Education Group, we are committed to operating with integrity, provide honest, accurate advertising and complying with laws, regulations, accreditation standards, polices and our company values. Upholding these commitments is essential to fulfilling our mission to help students succeed in their pursuit of an educational experience that prepares them for the workforce.

We commit to:
- Tell the truth about
    - Educational program content
    - Instructor qualifications
    - Program enrollment requirements
    - Cost of education
    - Educational program financing options and obligations
    - Program completion rates
    - Verifiable and accessible job placement and salary information
    - Projected lifetime earnings versus the cost of the student's education
- Be transparent with our students, each other, our regulators and the public regarding our
    - Ethical standards
    - Commitment to students
    - Program objectives and outcomes
    - Marketing and student recruiting initiatives and materials
    - Ongoing support for students' educational goals
    - Accreditation and regulatory compliance
- Provide marketing and recruiting information and materials that are
    - Clearly written and understandable
    - Focused on the prospective student's career goals
    - Presented to suitable student prospects
    - Honest about the student's responsibilities that lead to completion and placement
    - Respectful of competing schools' programs
- Be innovative through
    - Fostering an environment that supports creative educational approaches in support of program objectives and outcomes
    - Engaging our students and faculty in creating "learning laboratories" to test dynamic career education concepts
    - Continually learning and improving upon our innovative approaches
    - Reinvesting materially in enhancing student programs
    - Providing the student an affordable education
- Develop transformative education models based on meaningful collaboration with
    - Students
    - Employees
    - Employers
    - Educators
    - Program Advisory Committees
    - Thought Leaders, Foundations and other Engaged Communities

MISSION
The mission of the College is to prepare students to enter, prosper in, and meet the needs of the employment community served. To accomplish this purpose, the College offers a variety of career-oriented instructional programs and academic counseling services. The College believes that preparing students for participation in the working community is an important mission and a service to society. The College is dedicated to the ideal that all students should have the opportunity to reach their full potential. The College is concerned with developing, in all students, the quest for knowledge and skills necessary for life-long learning in their chosen field.

OBJECTIVES

- To assess industry trends continually and develop compatible classroom academic practices and experiential learning opportunities;
- To develop curriculum programs that allow students the opportunity to master entry-level career skills;
- To provide faculty who are professionally prepared to teach in a career-oriented environment;
- To create an atmosphere of learning, partnership, trust, and support among students, administrators, and staff;
- To provide students with opportunities for membership in supportive peer activities to encourage the development of self-sufficiency and leadership qualities;
- To provide career-long placement assistance.

SCHOOL HISTORY AND DESCRIPTION

Everest College – Arlington

The Arlington, Texas, campus of Everest College is conveniently located near the Six Flags, at the Division Street exit from U.S. Highway 360. The campus has over 51,500 square feet containing 22 classrooms, Medical Assistant laboratories, Electrical Technician and Heating, Ventilation and Air Conditioning (HVAC) laboratories, lecture rooms, administrative offices, student lounge, restrooms and a library containing computers, reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction. Equipment used for training includes: personal computers, Smart Boards, printers, and medical laboratory equipment such as autoclave, microscopes, manikins, sphygmomanometers, and EKG machines. Equipment for the Pharmacy Technician program also includes two Laminar Flo Hoods. Equipment for the HVAC program includes welding equipment, AC units and other materials used to teach the HVAC material. The Electrical Technician program includes wiring and pipe bending equipment.

Everest College was opened in Arlington, Texas, in June 2003, as an additional location of Everest Institute in Rochester, New York. In February 2015, Zenith Education Group purchased the school from Corinthian Colleges, Inc. and transitioned it from a for-profit college into a dynamic nonprofit learning institution.

This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

Everest College – Dallas

The Dallas, Texas, campus of Everest College is conveniently located on the east frontage road of North Central Expressway. The campus has over 43,000 square feet containing 25 classrooms, medical assisting laboratories, lecture rooms, administrative offices, student lounge, restrooms and a library containing computers and reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction. Equipment used for training includes: personal computers, Smart Boards, printers, and medical laboratory equipment such as autoclave, microscopes, manikins, sphygmomanometers, and EKG machines.

Everest Institute was opened in Dallas, Texas, in January, 2003. The name of the institution was changed to Everest College in April 2003. Dallas campus is an additional location of Everest College in Portland, Oregon. In February 2015, Zenith Education Group purchased the school from Corinthian Colleges, Inc. and transitioned it from a for-profit college into a dynamic nonprofit learning institution.

This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

Everest College – Fort Worth South

The Fort Worth South campus of Everest College is located at La Gran Plaza de Fort Worth at 4200 South Freeway, Suite 1940 in Fort Worth, Texas. The facility has 39,271 square feet containing classrooms, administrative offices, student lounge, restrooms and a resource center containing computers and reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

Everest College was opened in Fort Worth, Texas, in May 2010 as an additional location of Everest College in Colorado Springs, Colorado. In February 2015, Zenith Education Group purchased the school from Corinthian Colleges, Inc. and transitioned it from a for-profit college into a dynamic nonprofit learning institution.

This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

INSTITUTIONAL ACCREDITATION

- Everest College is accredited by the Accrediting Council for Independent Colleges and Schools to award academic associates degrees and diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent

Colleges and Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780 (http://www.acics.org).

APPROVALS AND MEMBERSHIPS

- Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas
- Received Certificates of Authorization to grant degrees from the Texas Higher Education Coordinating Board, Austin, Texas
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code
- Approved and regulated by the Department of Homeland Security to accept international students (Fort Worth)
- The Pharmacy Technician program at the Arlington (Mid-Cities) campus is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, (301) 657-3000, www.ashp.org. and Accreditation Council for Pharmacy Education, 135 S. LaSalle Street, Suite 4100, Chicago, Illinois 60603, www.acpe.org.
- Notice to students and prospective students: The Associate Degree: Business Administration at Everest College-Arlington has been placed on student achievement show-cause by their accreditor, the Accrediting Council for Independent Colleges and Schools (ACICS), due to noncompliance with its retention rate standard of 60%.

The College does not imply, promise, or guarantee that it will maintain its affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to students. Copies of accreditation, approval and membership documentation are available for inspection at the campus. Please contact the campus president/campus director to review this material.

Note: Everest is in the process of transitioning its primary accreditation to a new national accrediting body, and expects that process to be complete in early 2017.

Currently, Everest is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas, associates, bachelors and masters degrees. However, as of December 12, 2016, ACICS is no longer recognized by the Department of Education. ACICS is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002‑4223; (202) 336‑6780.

Everest has 18 months following the December 12, 2016 loss of its Department-recognized accrediting agency (i.e., until June 12, 2018), to find a new accrediting agency to maintain eligibility to receive funds under Title IV, HEA program. If Everest does not obtain accreditation within that 18 month period, the institution would no longer be eligible to receive funds under Title IV, HEA programs. As noted above, Everest anticipates accreditation under a new accrediting body well before this 18 month deadline.

Any student who has a complaint relating to Title IV eligibility or administration, the quality of education received at Everest, or otherwise relating to the accreditation standards of its former accrediting agency can submit that complaint to the School directly and/or to any of the following: The Department of Education's Student Complaint website; the Texas Workforce Commission, Career Schools and Colleges, Room 226T, Austin, Texas 78778-0001; the Texas Higher Education Coordinating Board (THECB), Office of General Counsel, P.O. Box 12788, Austin, Texas 78711-2788; the Texas Attorney General at P.O. Box 12548, Austin, Texas 78711-2548; or the Texas Attorney General Consumer Protection Division, P.O. Box 12548, Austin, Texas 78711-2548.

ADMISSIONS INFORMATION

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language. No English as a second language courses are offered by the campus.

REQUIREMENTS AND PROCEDURES
- High school diploma or a recognized equivalent such as the GED is required for admittance.
- Applicants are informed of their acceptance status within 15 days after all required information is received and the applicants' qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

Criminal Background Screening
- Students enrolled in certain programs will be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or trades fields.
- Students may not be enrolled if the background check identifies items such as a criminal conviction, pending case, or unresolved deferral/diversion that the School considers likely to negatively impact the student's chances of employment.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- All students re-entering students are subject to the same background check requirements as a new student.

Pharmacy Technician Program (Arlington Campus Only)
All applicants for the Pharmacy Technician program must have be a High School graduate or have a GED; must reach 18 years of age on or prior to the expected date of graduation; and students must meet with the Program Director prior to enrollment in the program. In addition, all applicants will be required to complete a student disclosure form and undergo a background check appropriate for a license in the field which includes fingerprinting. Pharmacy Technician students will also need to meet the Texas State Board of Pharmacy requirements in order to work as a pharmacy technician following graduation.

As a service to better support our graduates, Everest College will assume the cost of the application ($47) and the fingerprinting fee ($42) for students to register as a pharmacy technician trainee.

Students are encouraged to seek registration or licensure as required by State Law. Failure to comply will result in being determined ineligible from the process, which will have a negative impact on career placement assistance and employment eligibility.

Texas Registration/Certification Requirements
- Graduates from the Pharmacy Technician program are required to register with the Texas State Board of Pharmacy as a pharmacy technician trainee. As a service to better support our graduates, Everest College will assume the cost of the application ($47) and the fingerprinting fee ($42).
- Within two years of obtaining the pharmacy technician trainee license, graduates are required to register with the Texas State Board of Pharmacy as a pharmacy technician.
    - Registration Fee: $80-82 depending on applicant birth month. Please contact the Texas State Board of Pharmacy at (512) 305-8000 to confirm payment amount.
    - Fingerprinting Fee: $42 unless previous fingerprinting fee was submitted
    - National Examination Fee through the Pharmacy Technician Certification Board: $129

ACADEMIC READINESS

All incoming undergraduate students are required to demonstrate academic readiness for program-level coursework at the time of enrollment. This can be done through any of the following means: SAT, ACT, ACUPLACER or COMPASS scores; recent (five years or less) high school grade point average of 2.5 or higher; or grades of C or higher in college-level English Composition and college-level mathematics. If none of these measures are available, the student is expected to demonstrate readiness by completion of an online assessment. A student may be allowed to enroll and start his or her first term or module of classes prior to demonstrating academic readiness as described herein, but a student who fails to meet this requirement may be prevented from enrolling in the next quarter or module. Note this is a one-time requirement and may not apply to re-admissions, depending upon academic evaluation at the time of re-enrollment.

Recent high school academic performance within the past five years

A high school cumulative grade point average (GPA) of 2.5 or higher on a 4 point scale (75% or higher on a numeric scale) is accepted for assessment if the date of high school graduation is 5 years or less from date of admission. High school seniors who have not yet graduated may use cumulative GPA at the end of 7 high school semesters.

SAT, ACT, or PSAT scores completed within the past five years

Scores of 460 or higher on each section of the SAT, 46 or higher on each section of the PSAT, or scores of 17 or higher in English, Reading, & Math on the ACT are accepted for assessment.

Previous college experience – no time limit

General education college-level mathematics and college-level English courses taken from a national or regionally accredited institution, with a grade of C or higher may be used for assessment. Developmental courses (generally noted as remedial or pre-college on a transcript and not calculated into a college GPA) do not qualify. Prior success in a writing-intensive English class demonstrates readiness for writing and reading, while success in a previous math or quantitative reasoning class demonstrates readiness for math. Review and approval of previous college experience to be completed by office of the Registrar.

College placement scores from another institution within past five years

COMPASS, ACCUPLACER, or other standardized test scores demonstrating college readiness in each of the three areas of math, writing, or reading are accepted for assessment.

ACADEMIC POLICIES

EVEREST REGULATIONS

Each student is given access to electronic school catalog, which sets forth the policies and regulations under which the institution operates. Upon the request the student will be provided with an electronic copy or print copy of the catalog. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

Everest reserves the right to change instructors, textbooks, accreditation, schedules, or cancel a course or program for which there is insufficient enrollment. The student will receive a full refund for courses or programs that are cancelled. The school also reserves the right to change course curricula, prerequisites and requirements upon approval by the school's accrediting agency and state licensing board.

DEFINITION OF CREDIT

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 clock hours of theory or lecture instruction, a minimum of 20 clock hours of supervised laboratory instruction, or a minimum of 30 clock hours of externship/internship practice.

MAXIMUM CLASS SIZE

To provide instruction and training, classes are limited in size. The maximum class size is 24 students. Lab classes have a maximum class size of 24 students unless required to be smaller in compliance with any programmatic accreditation requirements.

OUT OF CLASS ASSIGNMENTS

- Students in degree programs should expect to spend approximately two hours outside of class completing homework for every hour of in class lecture.
- Students in all programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi. Homework and out-of-class assignments will be evaluated by faculty.

TRANSFER OF CREDIT INTO EVEREST

Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, Everest considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

Academic Time Limits

The following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science course – within ten (10) years of completion; and
- Military training, proficiency exams (e.g. DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core and General Education and Major Core courses.

Note: Due to certain programmatic accreditation criteria, health science core courses are eligible for transfer within five (5) years of completion.

Transfer Credit for Learning Assessment

Everest accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the Campus President or Academic Dean for the current list of approved exams and minimum scores required for transfer.

Transfer Credit for Professional Certifications

Everest may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications e.g. CNE, MCSE, etc.

Transfer Credit for Proficiency Examination

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Similarly, Everest may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications such as CNE, MCSE, etc. For more information, please contact the Campus President or Academic Dean.

Maximum Transfer Credits Accepted

Students enrolled in a diploma program must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit, or prior learning credit.

Required Grades

For diploma, associate, and bachelor degree programs, a letter grade of C (70%) or better is required for transfer credit to be awarded.

Coursework Completed at Foreign Institutions

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credentials Evaluators (AICE). An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

Undergraduate Admissions Requirements for International Students

- Evidence of High School diploma or recognized equivalent.
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
  a. Bank letter verifying student's available funds (self-sponsoring).
  b. Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
  c. Form I-134 if sponsor is a citizen or legal permanent resident of the U.S.
  d. If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Evidence of English Proficiency if the student's first language is not English. Such evidence may be one of the following:
  a. TOEFL score of 450 (paper-based) or 133 (computer-based) or 45 (Internet-based);
  b. Completion of Level 107 from a designated English Language School Center (ELS);
  c. Score of 5.0 on the International English Language Testing System exam (IELTS);
  d. Score of 60 on Michigan English Language Assessment Battery (MELAB);
  e. A certificate of completion of Intensive English;
  f. Graduation from high school in the United States or an official copy of a GED;
  g. Graduation from an American high school abroad where curriculum is delivered in English.
- International students must meet the same programmatic entrance requirements as domestic students.

Experiential Learning Portfolio

Students may earn credit for experiential learning through the Prior Learning Assessment program. This program is designed to translate personal and professional experiences into academic credit. No more than 25% of the units required for a degree shall be awarded for prior experiential learning. Procedures for applying for credit through experiential learning are available in the Campus President or Academic Dean's office.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits earned at Everest is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree, diploma or certificate earned in the program in which the student is enrolling is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma or certificate that was earned at this institution are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of his/her coursework at that institution. For this reason, the student should make certain that attendance at this institution will meet his/her educational goals. This may include contacting an institution to which a student may seek to transfer after attending Everest to determine if the credits or degree, diploma or certificate will transfer. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Transfers to Other Everest Locations

Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which a C or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location.

Everest Consortium Agreement

The Everest Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at an Everest campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement (a minimum of 51% credit hours must be completed at the Home campus). Complete details on the Everest Consortium Agreement are available in the Campus President or Academic Dean's office.

Transfer Center Assistance

Any questions regarding the transfer of credit into or from Everest should be directed to the Transfer Center at (877) 727-0058 or email transfercenter@zenith.org.

ONLINE PROGRAMS AND COURSE REQUIREMENTS (LINEAR PROGRAMS ONLY)

Online courses are offered for residential students at the campus through a consortium agreement with Everest University in Tampa, Florida using the eCollege platform via the Internet. There are no separate admissions requirements to take a course online. To participate in an online course, the only prerequisite is to complete the online orientation before taking the first of any online courses offered. Online courses have the same course objectives and learning outcomes as courses taught on-ground, although more individual focus and initiative is required to successfully master the material. Online courses are designated on the class schedule so students register during the normal registration period. Students registering for an online course must obtain prior approval from their Program Director or the Academic Dean. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

<u>**Windows Systems**</u>
Windows 7, 8, XP, or Vista
56K modem or higher
Sound Cards & Speakers
Firefox, Chrome, or Microsoft Internet Explorer 10 and 11

<u>**Mac Systems**</u>
Mac OS X 10.7 or higher (in classic mode)
56K modem or higher
Sound Cards & Speakers
Safari, Chrome or Firefox

In addition, students taking online courses must:
- Check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify email account/address with Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as students have access to the courses;
- Participate in classes and complete learning and graded activities weekly throughout the course.

DIRECTED STUDY
- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Associate degree students may apply a maximum of 8.0 quarter credit hours earned through directed study to the major core of study.
- Students may not take more than one directed study course in a single academic term.
- Diploma students are not eligible for Directed Study
- Please see the Campus President or Academic Dean for further information.

GRADING SYSTEM AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Grade	Point Value	Meaning	Technical Programs Scale
A	4.0	Excellent	100-90
B	3.0	Very Good	89-80
C	2.0	Good	79-70
D*	1.0	Poor	69-60
F**	0.0	Failing	59-0
Fail	Not Calculated	Fail (for externship/internship)	
Pass	Not Calculated	Pass (for externship/internship or thesis classes only)	
L	Not Calculated	Leave of Absence (allowed in modular programs only)	
EL	Not Calculated	Experiential Learning	
IP	Not Calculated	In Progress (for externship/internship or thesis courses only)	
PE	Not Calculated	Proficiency Exam	
PF	Not Calculated	Preparatory Fail	
PP	Not Calculated	Preparatory Pass	
W***	Not Calculated	Withdrawal	
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress	
TR	Not Calculated	Transfer Credit	

*Not used in modular programs.
**For modular programs, F (Failing) is 69-0%.

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation

Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y
F	Y	Y	N
Fail	N	Y	N
Pass	N	Y	Y
IP	N	Y	N
L	N	N	N
EL	N	Y	Y
PE	N	Y	Y
PF	N	N	N
PP	N	N	N
W	N	Y	N
WZ	N	N	N
TR	N	Y	Y

GPA AND CGPA CALCULATIONS

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest.
- The Grade Point Average (GPA) is calculated at the end of each evaluation period by dividing the quality points earned by the total credits attempted for that evaluation period.
- The Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame (MTF) allowed to complete the academic program (150% for all programs).

Evaluation Periods for SAP

Satisfactory academic progress is measured at the end of each academic term (i.e., quarter, module, phase), which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. The academic term for quarterly programs is 6 weeks (mini) or 12 weeks and for modular programs it is 4 weeks. Should the 25% point or midpoint occur within a term, the evaluation will occur at the end of the preceding academic term. Students in jeopardy of not making SAP may be advised at any point and be placed on probation to be monitored closely.

Rate of Progress toward Completion

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). The Rate of Progress percentage is determined by dividing the number of credits earned by the number of credits attempted. Credits attempted include completed credits, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Maximum Time Frame to Complete

The maximum time frame for completion of all programs below the master's level is limited by federal regulation to 150% of the published length of the program. For a program measured in credits, MTF is 150% of the published length of the program, measured in credits. For a program measured in clock hours, MTF is 150% of the published length of the program, measured by the total number of clock hours in the program. All credit hours attempted, which include completed credits, transfer credits, withdrawals, and repeated classes, count toward the maximum number of credits allowed to complete the program. Non-credit remedial courses have no effect on the student's maximum time frame.

Satisfactory Academic Progress Tables

48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	N/A	2.0	N/A	66.66%

55 Quarter Credit Hour Program. Total credits that may be attempted: 82 (150% of 55).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-28	2.0	1.25	66.66%	N/A
29-37	2.0	1.5	66.66%	60%
38-46	2.0	1.75	66.66%	60%
47-64	2.0	1.85	66.66%	60%
65-82	N/A	2.0	N/A	66.66%

59 Quarter Credit Hour Program. Total credits that may be attempted: 88 (150% of 59).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-28	2.0	1.25	66.66%	N/A
29-37	2.0	1.5	66.66%	60%
38-46	2.0	1.75	66.66%	60%
47-64	2.0	1.85	66.66%	60%
65-88	N/A	2.0	N/A	66.66%

60 Quarter Credit Hour Program. Total credits that may be attempted: 90 (150% of 60).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	2.0	1.5	66.66%	65%
73-90	N/A	2.0	N/A	66.66%

96 Quarter Credit Hour Quarter-Based Program Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.10	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-144	N/A	2.0	N/A	66.66%

Application of Grades and Credits to SAP
- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of P, EL and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation and the original grade is not counted in the CGPA calculation.

- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.

SAP Advising

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term, if the student is at risk of falling below the required academic standards (CGPA, ROP, or MTF) for his or her program. During the SAP advising period, the student is eligible for financial aid. Academic advising will be documented using the **Academic Advising Form**. The form shall be kept in the student's academic file.

The Campus President or Academic Dean (or designee) must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:
- Students must receive the notification by the third (3) business day of the subsequent module; and for linear programs, notifications must be received by the first day of the term.
- Must be advised within ten (10) calendar days after the module start; and for linear programs, must be advised within 14 calendar days after term start. The (10 and 14) calendar days should exclude schedule breaks and holidays.

Financial Aid Warning

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog will move into SAP NOT MET status. Students not meeting SAP and with a previous SAP status: SAP MET or SAP ADVISING will be issued FA Warning letter and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

Notification of Financial Aid Warning

The Campus President or Academic Dean (or designee) must provide the written notice of FA Warning status to all students with a previous SAP status: SAP Advising or SAP Met. The following timelines apply to all students receiving an FA Warning:
- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must be advised within fourteen (14) calendar days after the term start.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.
- For modular programs:
  - Students must receive the notification by the third (3) business day of the next module; and
  - Must be advised within ten (10) calendar days after the module start. The (10) calendar days should exclude schedule breaks and Holidays.

Financial Aid Probation

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in this catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification for modular programs and within seven (7) calendar days for linear programs in accordance with the Academic Appeals Policy.

Notification of Financial Aid Probation

FA Probation is the term for which the student's appeal has been accepted and progress is monitored under an Academic Progress Plan. Students must be notified in writing of their probationary status within three (3) calendar day of the change in status in the student information system. During the period of FA probation students will continue to be eligible for financial aid.

While on FA probation, unless students improve their CGPA and /or rate of progress toward completion, in accordance with their Academic Progress Plan, they will be withdrawn from their program and become ineligible for further financial aid. All students on FA probation must be placed on an Academic Progress Plan. A student will remain on FA probation as long as he or she is meeting the requirements of his or her Academic Progress Plan when evaluated at the end of each evaluation period on the Plan.

Financial Good Standing

Students meeting their financial obligations and remaining in good financial standing throughout their course of instruction and after graduation contributes to their success.

For a student to be considered in good financial standing the student must:

- Complete required financial aid applications to assist in satisfying all anticipated direct costs of the selected program including tuition, books and required fees for each of the academic and award years within time frames required
- Have an outstanding earned Accounts Receivable balance less than:
  - $2,500 or one term of instruction (whichever is greater) if enrolled full time in a degree program,
  - $5,000 or one module of instruction (whichever is greater) if enrolled in a diploma program

Students who were actively attending as of February 1, 2016, and who have an outstanding balance from a previously completed academic year, may qualify for continued enrollment if the student meets the following criteria:

- Within 30 days of the policy notification completes all financial aid documentation requirements for the current academic year
- Maintains good financial standing status as outlined above for each subsequent term

Failure to remain in good financial standing may result in:

- A hold on registration for subsequent terms for degree students, or
- Dismissal from the program of study.

If a student is unable to remain in good financial standing, the student may be dropped from his or her course of instruction and not be allowed to reenroll in any Zenith program until the student account is back in good financial standing.

Students have the right to request reconsideration and exception to the dismissal decision for failure to maintain good financial standing by contacting the Academic Dean/Education Director.

Academic Progress Plan

Students on FA Probation must agree to the requirements of an Academic Progress Plan (APP) as a condition of their FA probation. Each student shall receive a copy of his or her APP. A copy of each student's APP shall be kept in the student's permanent academic file.

The APP may extend over one (1) or multiple terms, as defined at the initiation of the APP. At the end of the first evaluation period on the APP, the student will meet with the Campus President or Academic Dean (or designee)/Online Designee for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Advising or SAP Met status, and the student's APP shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed manually into SAP Meeting APP Status and will adhere to the subsequent term requirements of the APP.

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program.

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

Evaluation of Progress

At the end of each evaluation period encompassed by the APP, the student will meet with the Campus President or Academic Dean (or designee) for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting APP requirement(s) must be completed no later than the first (1st) calendar day of the module or term.

SAP Advising or SAP Met Status

If the student has met the requirements of a one-term plan, the student must be in SAP Advising or SAP MET status and the student's APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible.

The Campus President or Academic Dean (or designee) must provide a written notice of Return to Academic Good Standing or SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

- For modular programs:

- o Students must receive the notification by the third (3) business day of the subsequent module; and
- o Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

SAP Not Met Status and/or Dismissal

If on a multi-term plan, it is likely the student will remain SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the APP requirements are met, will be manually assigned SAP Meeting APP status and continue on the APP. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

The Campus President or Academic Dean (or designee) must provide a written notice of SAP NOT MET status. The following timelines apply for all students placed on SAP NOT MET status:

- For linear programs with an Add/Drop period:
  - o Students must receive the notification by the first day of the term; and
  - o Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

- For modular programs:
  - o Students must receive the notification by the third (3) business day of the subsequent module; and
  - o Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

If the student does not meet the Plan's requirements at the end of an evaluation period, the student will be dismissed from the program. If the student has not met the benchmark, the student must be dropped with the correct DOD (no later than second calendar day of module or term). The student must be notified of dismissal no later than the second calendar day of module or term.

NOTE: If the student has make-up work, and the campus is willing to accept it, it must be completed within four (4) calendar days of grades being entered (as long as this doesn't extend beyond ten (10) calendar days after mod- or term-end), or the student must be dropped with the correct DOD.

SAP Re-Entry

Students who have violated FA Probation and have been dismissed shall not be readmitted if they cannot complete the program within the maximum time frame or re-establish appropriate Satisfactory Academic Progress (SAP) standing.

Retaking Passed Coursework

Students in degree programs may repeat a previously passed course one time. Students in diploma programs may not retake previously passed coursework unless the student has successfully passed all classroom modules. Each repeated attempt counts in the calculation of the students' rate of progress and maximum time frame. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Retaking Failed Coursework

Students must repeat all failed courses that are required for graduation from the program. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Students may not exceed three attempts of prerequisite modules in diploma programs. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Veterans Affairs (VA) Students are not eligible for VA funding for repeating passed coursework, or more than one attempt at repeating failed coursework, unless the failed course is a required course. Required course may be retaken and get VA funding as many times as it takes to get a passing grade.

ADD/DROP POLICY (DEGREE PROGRAMS ONLY)

Continuing students may register for classes prior to the start of the 12-week term. Once the term has started, students may add or drop courses during the add/drop period without academic penalty upon obtaining approval from Academic administration and the Student Finance office.

The taking of attendance of new and re-entering students who enroll during the add/drop period will begin the first scheduled class session following the student's enrollment. The add/drop period for full term (12-week) courses is the first 14 calendar days of the term, excluding holidays. For either the six-week 1 or six week 2 courses, the add/drop period is the first seven calendar days of the course, excluding holidays.

Students who enroll in a 12-week course during the add/drop period must attend class by the **earlier** of the 21st calendar day of the term or the 14th calendar day after enrollment, or be unregistered from the course. Students who

enroll in 6-week courses during the add/drop period must attend class by the 14th calendar day of the 6-week course, or be dropped from the course.

Impact Of Add/Drop on Financial Aid Calculation

Adding or dropping a course may impact a student's enrollment status and the amount of financial aid for which the student is eligible. If the student adds or drops a course, Student Finance office will advise the student of the financial consequences. Student Finance Support and Student Accounts will process any adjustments to a student's charges or financing due to adding or dropping courses.

For 6-week 2 courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the courses by the close of business on day 14 of the start of the full term (i.e., prior to the Census date).

Full Term Courses

The add/drop period for full term courses is the first fourteen (14) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Therefore, students who enroll in a full-term course during the add/drop period must attend class by the earlier of the 21st calendar day of the term or the 14th calendar day after enrollment, or be dropped from the course.

Mini-Term Courses

The registration period for six-week 2 mini-term courses occurs well in advance prior to the start of the six-week 2 mini-term. Continuing students, who are already enrolled in full term courses, should complete registration for upcoming second mini-term courses by the close of business on day twenty (20) of the full-term. Additionally, students must sign a Mini-Term Consent Form when registering for the upcoming six-week 2 mini-term courses.

Once the mini-term has begun, the add/drop period for mini-term courses is the first seven (7) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Students who enroll in mini-term courses during the add/drop period must attend class by the 14th calendar day of the mini-term, or be dropped from the course.

Effects of Add/Drop on Financial Aid Calculation

Adding or dropping a course may affect a student's enrollment status, and therefore the amount of financial aid for which the student is eligible. The Director of Student Finance (or Designee) is responsible for advising a student of the financial consequences of a change in registration.

In order for six-week 2 mini-term courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the six-week 2 mini-term courses by the close of business on day twenty (20) of the start of the full term, i.e. prior to the Census date.

ATTENDANCE POLICY

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes. Tardies and leave earlies are recorded in minutes and are calculated as equivalent absences. Students who have been absent from all of their scheduled classes for 14 consecutive calendar days OR in excess of 10 consecutive scheduled school days (whichever is earlier) will be dropped from the training program.

Students who miss 15% of the total program hours (including all attempted hours) will be advised that they are at risk of being dropped from the program. Students who miss an excess of 20% of the total program hours (including all attempted hours) will be advised that they will be dropped from the program. Students who have been dropped from the program may apply for reentry; students whose enrollments are terminated for violation of the attendance policy may not reenroll before the start of the next module or term. The school is not required to withdraw a student based on lack of attendance if a refund would not be due.

For students in attendance prior to July 1, 2010 the following policy applies:

Whether a student must be dismissed for an attendance violation depends on whether a refund is due as calculated using the Texas Refund Policy Sec. 132.061. Should a student's absences exceed 20% of the hours in the program (including all attempted hours), the student shall be dismissed, unless the student is in the last quarter of the program and no refund is due according to the Texas Refund Policy.

All students, regardless of attendance prior to or after July 1, 2010 will be subject to the refund policies contained in this catalog. Students are not permitted to make up absences for the classroom-training portion of their program. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental, or other personal appointments after school hours. If a student finds that he/she will be unavoidably absent, he/she should notify the school.

Establishing Attendance/Verifying Enrollment

In Texas, student attendance is monitored on the basis of time missed as a percentage of the total program or term hours scheduled and consecutive day absence. The student's minutes of attendance in each class are recorded and retained as part of the student record. Should a student's absences exceed 20% of the hours in the program, the student must be dismissed, unless:

- Diploma programs – no refund is due and
- Degree programs – student is within 25% of program completion or no refund is due

The schools will take attendance each class session beginning with the first day of scheduled classes. For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.

In programs without an add/drop period, new students registered for a class shall attend by the second scheduled class session, or be withdrawn.

Monitoring Student Attendance

The School will monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours (minus externship hours) in the term/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.

If an appeal is granted, the student is not dismissed. If an appeal is not granted, the student must be withdrawn from all courses and dismissed from school, and will not be charged for attending while the appeal was pending. Any student dismissed due to an attendance violation may not be readmitted unless the student reapplies for admission.

Percentage Absence Rule

When a student reenters a program after a withdrawal/dismissal, the guidelines below are to be followed; however, the percentage absent is calculated based on the remaining scheduled hours in the program.

Diploma Programs:

For students who **have not** previously violated the attendance policy and students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the total scheduled program hours missed	Attendance warning letter sent
20% of the scheduled hours in a module missed	Attendance warning letter sent
20% of the total scheduled program hours missed	Withdrawn from the module and dismissed from school unless no refund due.

Degree Programs:

For students who **have not** previously violated the attendance policy and students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the total scheduled term hours or total program hours missed	Attendance warning letter sent
20% of the scheduled term hours missed (Term Dismissal)	Attendance Dismissal/Probation letters sent
20% of the scheduled term hours missed (Probationary term)	Withdrawn from the term and dismissed from the school unless student is within 25% of program completion or no refund is due.
20% of the total scheduled program hours missed	Withdrawn from the term and dismissed from school unless student is within 25% of program completion or no refund due.

Consecutive Absence Rule

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty will notify the Executive Director (or Academic Dean/Campus Director) who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
    1. Attend class the next scheduled class after the violation and must post positive attendance the next scheduled class after the violation (for an online course, post attendance within five calendar days after the date of violation).
    2. File an appeal within five (5) calendar days after the date of violation.
    3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the requirements listed above will result in the student being withdrawn from all courses and dismissed from school.

For degree programs, the consecutive absence rule is applied to consecutive days missed in a single term. For diploma programs, the consecutive absence rule is applied to one or more sequences of 14 consecutive days missed during the total program.

Consecutive Absence Rule	Action Taken
7 Consecutive Days Absence	Attendance warning letter sent
14 Consecutive Days Absence	Diploma: Withdrawn from module and dismissed from school unless no refund due. Degree: Withdrawn from the term and dismissed from school unless student is within 25% of program completion or no refund is due.

Violations of Percentage Absence Rules

When a student violates the applicable percentage absence rule, the faculty will notify the Executive Director (Academic Dean/ Campus Director) who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will return must:
    1. Attend class within five (5) calendar days of the violation;
    2. File an appeal within five (5) calendar days after the date of violation
    3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the requirements listed above will result in the student being withdrawn from all courses and dismissed from school.

Date of Withdrawal

- When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA).
- When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation.

Note: The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

Date of Determination (DOD)

The Date of Determination (DOD) is the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund. The DOD is the earliest of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy;
- No later than the 14th calendar day after the LDA.

Attendance Records

The computer attendance database is the official record of attendance. The computer attendance database shall be considered final on the 14th calendar day following the end of the term/module.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period (may not exceed 180 calendar days with programs more than 600 hours) starting from the first day of the first leave, that there is a reasonable expectation that the student will return, and as

long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. An LOA will not be granted for any of the following reasons:
   a) The courses that the student needs are available, but the student declines to take them;
   b) An externship/internship site is not available for the student;
   c) A student is unable to pay tuition;
   d) The student is failing a course(s); or
   e) To delay the return of unearned federal funds.

Leave Of Absence Requests

Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave.

For approved LOA requests in diploma programs, the student starting leave prior to the end of a module will receive a grade of "L" (Leave). The course will not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance. For degree students, an LOA can only begin once the 12 week term has ended.

If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:
   a) the school documents the unforeseen circumstances and the Executive Director or Academic Dean/Campus Director determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), and
   b) the student submits a completed Leave of Absence Request Form by the tenth (10th) calendar day of the leave.

Re-Admission Following a Leave of Absence

- Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module from which the student took leave or for re-entry from the leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

Extension of Leave of Absence

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Campus President or Academic Dean provided:
- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules required for completion of the program will be available to the student on the date of return.

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

Failure to Return From a Leave of Absence

A student must return from a LOA on the first day of any appropriate module or prior to the scheduled date of return.

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA). The "L" grade in the LOA course(s) will be changed to "W" (withdraw). The course(s) having a grade of "W" will be included as an attempt in the calculation of ROP and MTF. A Title IV refund calculation will be completed and use the last date of attendance prior to the start of the LOA.

The academic consequences of failing to return from an LOA will be explained to the student by the Academic Dean or Director of Education prior to the beginning of the leave. Consequences include the effect on the student's:
- Loan repayment terms including the grace period
- Rate of progress
- Maximum time frame for completion

Possible Effects of Leave of Absence

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected

EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their programs within 14 calendar days (excluding holidays and regularly scheduled breaks). If a student does not begin externship training within 14 calendar days, he/she must be dropped from the program. A leave of absence (LOA) may only be approved if the student's reason meets the criteria of the LOA Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program.

Each student has approximately 120 calendar days to complete their externship. Any modular student who does not complete externship training within 120 calendar days should meet with the Campus President or Academic Dean to approve the time remaining to complete the externship.

Students who drop from externship either prior to starting or during externship and/or delay the completion of their externship for more than 30 days from the last days of attendance must have their skills evaluated by a program instructor or director/chair prior to re-entry to ensure they are still competent to perform skills safely in the externship setting.

WITHDRAWAL PROCEDURES

- Students who intend to withdraw from school are requested to notify the Campus President or Academic Dean by telephone, in person, by email or in writing to provide official notification of their intent to withdraw and the date of withdrawal.
- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the school's Education Department about reentry.

MAKE-UP WORK

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work must be completed within ten (10) calendar days after the end of the term/module.

REQUIREMENTS FOR GRADUATION

- Successfully complete all courses in the program with a 2.0 cumulative grade point average within the maximum time frame for completion as stated in the school catalog.
- Successfully complete all externship requirements (if applicable).
- Meet any additional program-specific requirements as stated in the catalog.

Commencement exercises are held at least once a year. Upon graduation, all students who are current with their financial obligation to the school shall receive their diploma.

VETERAN'S EDUCATION BENEFITS

Prior Credit for Veterans' Affairs (VA) Beneficiaries

Upon enrollment, Everest will request and obtain official written records of all previous education and experience (including military education and training), grant credit where appropriate, notify the student and shorten the program certified accordingly.

Retroactive Veterans' Benefits

Veterans' benefits can be paid for enrollments up to one year before VA receives a student's application. Schools may certify students retroactively for enrollment periods not previously certified. VA will determine the date of eligibility and the beginning date from which benefits can be paid.

Attendance Requirements for Veteran Students

VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits.

Veterans' Leave of Absence (Modular Programs Only)

A student will be granted no more than one leave of absence for a maximum period of 180 days. A written request must be made in advance or the absence will be considered unexcused. VA will be notified immediately when a veteran student is granted leave.

Make-Up Assignments

Make-up work and assignments may not be certified for veteran students for VA pay purposes.

Maximum Timeframe for Veteran Students

Students funded by the VA must complete their programs within the program's standard timeframe to receive veteran benefits.

Satisfactory Academic Progress for Undergraduate Students Receiving VA Benefits

- Veteran students are subject to the Satisfactory Academic Progress Policy and may be placed on academic probation or dismissed for failing to make satisfactory academic progress.
- At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status.
- A veteran who fails to make satisfactory academic progress status after two consecutive periods of academic probation must be reported to the VA and may have their benefits terminated.

Veterans Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The VA will determine whether or not to resume payments of education benefits to a reinstated student.

APPEALS POLICY

Student Academic Appeals Policy

A student may submit an appeal based on one of three adverse determinations:

- Attendance policy violation
- Satisfactory Academic Progress (SAP) violation or
- Final grade(s).

Formal academic appeals must be submitted within five calendar days of the date the student is considered to have received notice of the adverse determination.

Appeals must include a completed, dated and signed Academic Appeal form and a letter from the student that includes the:

- Specific academic decision at issue and
- Resolution sought by the student.

A SAP or Attendance violation appeal must include an explanation of the circumstances that:

- Led to the violation and
- Will improve achievement going forward.

For a final grade appeal, the student will include the informal steps taken to address the disagreement.

Once a formal appeal is filed, the campus will take no action regarding the adverse academic decision, and financial aid disbursements will be suspended until the appeal process is concluded.

The appeal committee decision is final and no further appeals for the same adverse academic decision are permitted. If the appeal is denied, the date of determination is the date of the adverse academic decision after which the student will not be charged for any attendance.

Assignment/Test Grades

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

Final Course Grades

Final grade appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs; and
- Sixth calendar day of the subsequent term for Degree programs.

A final grade appeal may be approved, and the grade corrected, if it is determined that the final grade was influenced by any of the following:

- A personal bias or arbitrary rationale
- Standards unreasonably different from those that were applied to other students
- A substantial, unreasonable, or unannounced departure from previously articulated standards or
- The result of a clear and substantial mistake in calculating or recording grades or academic progress.

A student may appeal more than one final grade while active in a program.

Only final grades are eligible for appeal. Assignment/test grades are reviewed at the instructor's discretion, consistent with the grade policy and syllabus guidelines.

Attendance Violation Appeals Policy

Attendance violation appeals must be submitted within five calendar days after the date of violation. For an attendance appeal to be considered the student must maintain perfect attendance while the appeal is pending. Depending on the type of violation, the student must:
- Percentage Absence (program or term) - post positive attendance ("present") within five calendar days of the date of violation and
- Consecutive Day Absence - post positive attendance the next scheduled class session after the violation (for an online course, post attendance by the Sunday date immediately following the date of violation).

Violations occurring at the end of the degree term when there is no opportunity to attend until the next term are not subject to these requirements.

Subject to applicable state requirement, an attendance appeal may be granted if the student demonstrates that the absence was caused by:
- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

A student may be eligible for more than one attendance violation appeal while active in a program.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

Satisfactory Academic Progress (SAP) Violation Appeals

SAP appeals must be submitted by the:
- Eighth calendar day of the subsequent module for Diploma programs and
- Sixth calendar day of the subsequent term (by the fourteenth calendar day if there is no break week) for Degree programs.

A SAP appeal may be granted if the student is able to complete the program within the maximum time frame allowed and with the required minimum cumulative grade point average (CGPA). The student must also demonstrate that the failure to maintain the required CGPA or rate of progress (ROP) was caused by:
- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

If the SAP appeal is approved, the student must agree to meet the requirements of an Academic Progress Plan (*see Satisfactory Academic Progress and Retaking Coursework Policy*).

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Progress Plan in conjunction with the student's advisor and place the student on FA probation.

Faculty Academic Freedom

Everest respects the academic freedom of faculty to function as scholars in the interpretation and application of theories and ideas, within the context of Everest's mission, policies, and procedures. Everest further supports the right of faculty to be active participants in the development and evaluation of curriculum, creation of assessment standards, and other academic matters.

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at Everest assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to the school, or any educational financial obligation to any third party, including damage to school property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the school. Everest may, in its sole discretion, take disciplinary action on this basis, including suspension or termination of enrollment.

TUITION AND FEES

Tuition and fee information can be found in the "Tuition and Fees" section in this catalog. Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, tuition will be charged in the full tuition amount, or in increments based on state policy, for each academic year.

Quarter-based programs will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters for continuously enrolled students will be charged at the same rate in effect at the time of enrollment. For re-entry students, tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of the quarter in which the student is re-enters. The minimum full-time course load is 12 credits per quarter for undergraduate programs. Textbook costs per quarter are dependent upon the classes for which the student is registered. The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the Add/Drop period by the tuition rate for that number of credit hours.

Students' financial obligations will be calculated in accordance with the refund policy in the Enrollment Agreement and this school catalog. For modular programs, the Enrollment Agreement obligates the student and the school for the entire program of instruction. For quarter-based programs, the Enrollment Agreement obligates the student and the school for tuition by quarter.

Student may make payments by cash or by the following accepted credit cards: Visa, MasterCard or Discover.

TEXTBOOKS AND EQUIPMENT

Textbooks and workbooks are sold through the bookstore in accordance with Everest policies. At the time of issuance, textbooks become the responsibility of the students. Everest is not responsible for replacing lost textbooks; however, students may purchase replacements from the campus bookstore. Students are responsible for the cost of their textbooks and the cost of any shipping charges. In certain programs requiring specialized equipment, that equipment may be loaned to students for use during their enrollment. Students failing to return loaned equipment will be charged for its replacement. (Official transcripts will be withheld from any student who has not returned school property or who has not made restitution.

ADDITIONAL FEES AND EXPENSES

Charges for textbooks, uniforms and equipment are separate from tuition. The institution does not charge for books, uniforms and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils are to be furnished by the students.

VOLUNTARY PREPAYMENT PLAN

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Student Finance Office.

FEDERAL WORK STUDY

The Federal Work Study (FWS) Program is a federally subsidized, self-help financial aid program that allows students with financial need to earn FWS funds through employment with authorized FWS employers. FWS encourages students to earn their funds while performing work in community, public interest or student services and work related to their course of study.

FWS jobs may be on or off-campus. Off-campus FWS jobs with federal, state, or local public agencies or private nonprofit organizations must be in the public interest. Off-campus FWS jobs with private, for-profit organizations must be academically relevant to the maximum extent possible. **Please contact your Student Finance representative for more information.**

Requirements for FWS Students

Students must meet all eligibility criteria required for receipt of federal aid, including:
- Maintaining satisfactory academic progress (SAP)
- Maintaining at least half-time enrollment

Additional requirements include:
- Students may hold only one FWS position at any time.
- FWS earnings are not considered income when calculating financial aid (FA) eligibility.
- FWS earnings are taxable income as reported on federal and state tax returns.
- FWS students are paid only for hours actually worked and are not paid for lunch, sick days, or other hours not actually worked.
- Students may not earn FWS funds in excess of their FWS award.
- Students may work no more than 25 hours per calendar week.
- Students are allowed to work during periods of non-attendance (e.g., vacations, breaks, etc.) provided sufficient work-study allocations exist.
- Any student who falsified a time sheet will be referred to the appropriate campus authority for investigation and may be referred to law enforcement authorities.

BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into the school until the student has been accepted for admission by an official of the school. If the applicant is not accepted by the school, all monies paid will be refunded.

CANCELLATION POLICY: You may withdraw your enrollment agreement at any time within five business days from the date you sign the agreement, make an initial payment, or first visit the school, whichever is later. If you do so, all payments made by you or on your behalf will be refunded. Withdrawal can be effectuated by personally appearing at your school to withdraw, depositing a withdrawal letter in the mail to your school at the address provided in the agreement (in which case, the withdrawal will be considered effective as of the postmark date), sending an electronic message to withdrawals@zenith.org, or providing an oral withdrawal notice to phone number (888) 236 9614. In event of dispute over timely notice, the burden to prove service rests on the applicant.
   a. The student applicant will also be returned all monies paid if:
   1. The school rejects the applicant;
   2. The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
   3. The school cancels the student's program.

OFFICIAL WITHDRAWALS

An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Campus President or Academic Dean by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Campus President or Academic Dean will complete the necessary form(s).

Quarter-based Programs: After the cancellation period, students in quarter-based programs who officially withdraw from The School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

Modular Programs: Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

The effective date of withdrawal for refund purposes will be the earliest of the following:
   a. The last day of attendance, if the student is terminated by The School;
   b. The date of receipt of written notice from the student; or
   c. Ten school days following the last date of attendance.

The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date

of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

FEDERAL FINANCIAL AID RETURN POLICY

Return of Title IV Funds Calculation and Policy

The School is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation: Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total dollar amount of aid that could have been disbursed during the payment period or term.

The School must return the lesser of:
1. The amount of Title IV program funds that the student did not earn; or
2. The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a federal PLUS loan) is required to repay the difference between the amount of unearned aid and the amount returned by the School. If the student's portion of the unearned aid includes federal grants, the student is required to return the grant amount: (1) if the grant overpayment is greater than $50; and (2) only to the extent that the grant amount exceeds 50% of the original amount received for the payment period or period of enrollment. (Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) is not satisfied).

The School must return the Title IV funds for which it is responsible in the following order:
1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Perkins loans
4. Direct PLUS loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, the school must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the student may be due a postwithdrawal disbursement. If the Return calculation determines that the student is due a post-withdrawal disbursement, upon the permission of the student (or parent, if a Federal PLUS loan), the institution may seek to disburse the corresponding loan funds. Any postwithdrawal disbursement must be paid within 180 days of the DOD. If a student earned less aid than was disbursed, The School would be required to return a portion of the funds, and the student may be required to return a portion of the funds. Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes.

Title IV Credit Balances

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that The School performs the Return calculation and will be paid in one of the following manners:
1. With the student's (or parents, if a Federal PLUS loan) permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment)
2. Return to the student.

Timeframe within which Institution is to Return Unearned Title IV Funds

The School must return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD.

Effect of Leaves of Absence on Returns

If a student does not return from an approved leave of absence on the date indicated on the written request, the withdrawal date is the student's last day of attendance. For more information, see the Leave of Absence section in The School catalog.

REFUND POLICIES

If a state refund policy can provide a larger refund to the student than The School's refund policy, a refund worksheet using both policies will be included in each student's file, and the student will be given the benefit of the refund policy that results in the larger refund to the student.

Institutional Pro Rata Refund Calculation and Policy

When a student withdraws, The School must determine how much of the tuition and fees he/she is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned Title IV funds) to The School.

The School will perform the Pro Rata Refund Calculation for those students who terminate their training before completing the period of enrollment (i.e., students who receive a final grade of "W" or "WZ"). Under the Pro Rata Refund Calculation, The School is entitled to retain only the percentage of charges (tuition, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

Texas Refund Policy (Texas Educ. Code §§ 132.061-132.0611)

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
   a. The last day of attendance, if the student is terminated by the school;
   b. The date of receipt of written notice from the student; or
   c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charged that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   a. An enrollee is not accepted by the school;

b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or

c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

i. satisfactorily completed at least 90 percent of the required coursework for the program; and

ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. Per Texas workforce commission, the payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY

A student who was charged for and paid for textbooks, uniforms, or equipment may return the unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal. The School shall then refund the charges paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days, The School may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to the School.

EFFECT OF LEAVES OF ABSENCE ON REFUNDS

If a student does not return from an approved leave of absence (when applicable) on the date indicated on the written request, monies will be refunded. The refund calculation will be based on the student's last date of attendance. The DOD is the date the student was scheduled to return.

TIME FRAME WITHIN WHICH INSTITUTION IS TO ISSUE NON-TITLE IV REFUNDS

Non-Title IV refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by The School, whichever is applicable.

INSTITUTIONAL REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILTARY DUTY

Newly Admitted Students

Students who are newly admitted to the school and are called to active military duty prior to the first day of class in their first term/module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the school.

Continuing Students

Continuing students called to active military duty are entitled to the following:

If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service ("WZ").

Continuing Modular Diploma Students

Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro rata refund.

STUDENT FINANCING OPTIONS

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

Financial Assistance

Financial assistance (aid) in the form of grants and loans is available for those who qualify who have the ability and desire to benefit from the specialized program/training offered at the school.

Student Eligibility

To receive financial assistance you must:
1. Usually, have financial need;
2. Be a U.S. citizen or eligible noncitizen;
3. Have a social security number;
4. If male, be registered with the Selective Service (if applicable);
5. If currently attending school, be making Satisfactory Academic Progress;
6. Be enrolled as a regular student in any of the school's eligible programs;
7. Not be in default on any loan made under any title IV program, not have obtained loan amounts that exceed annual or aggregate loan limits made under any title IV loan program, not have property subject to a judgment lien for a debt owed to the United States, and not be liable for a grant or Federal Perkins loan overpayment.;
8. Have a high school diploma or its equivalent or have completed homeschooling at the secondary level as defined by state law.
9. Not be enrolled in either an elementary or secondary school;
10. Satisfy the title IV program specific loan requirements
11. Have not been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving title IV program funds, unless eligibility has been regained.
12. If previously convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining title IV program funds, has completed repayment of such assistance

Federal Financial Aid Programs

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Stafford Loans (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

Alternative Loan Programs

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.
- There are alternative loans provided by private lenders.
- The rate may be variable and the loan approved and origination fees may be based on credit.
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

Please see one of the Student Finance Planners for further information.

GRANTS AND SCHOLARSHIPS

Zenith Student Grant

The Zenith Student Grant is a multimillion-dollar institutional grant program awarded on an annual basis to students of Everest and WyoTech schools owned by Zenith Education Group who demonstrate financial need. This institutional grant is available for new and continuing students enrolled on or after July 25, 2016 for current and future academic periods. The amount and source of the grant, which can be up to $10,000 per academic year, may vary by student based on the demonstrated financial assistance needed, and institutional grant funding availability.

The grant may be used to cover any confirmed remaining unmet financial need once Title IV and all other available funding sources have been exhausted up to the direct cost of attendance for the program in which the student is enrolled. Successful and unsuccessful applicants will be notified within 45 days of the grant application submission date by the Campus Director or other campus official.

Eligibility

To be eligible, the student must:
- Apply each academic year
- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study
- Be eligible to receive federal Title IV financial aid.

Obtaining grant funds

The grant will automatically be credited to your account upon completion of the financial aid application processes and award confirmation. The grant is non-transferable and cannot be exchanged for cash.

Renewing the grant

- Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the Zenith Education Grant. The grant amount may change each year based on the student's:
- Determined financial need
- Enrollment

Timeliness of his/her financial aid application

Zenith American Dream Scholarship

The Zenith American Dream Scholarship is a multimillion-dollar institutional scholarship program for students who attend an Everest or certain WyoTech institutions. The program features a limited number of scholarships available at each campus for both new and continuing students.

New Students

New students who first enroll in an Everest institution, Wyotech Laramie, or Wyotech Daytona Beach on or after **January 1, 2017** and were referred by a leader in the local community are eligible to apply for the **Zenith American Dream New Student Scholarship up to $2,000.**

To be eligible a student must:
- Obtain a written reference from a leader in the student's community
- Complete an essay or video answering the question "How will Everest (or WyoTech) Help Me Fulfill My American Dream" – see guidelines
- Meet application guidelines and deadlines

Winners will be selected based on quality of the recommendation, originality, creativity, adherence to the theme and overall quality of the essay submission as noted below. Scholarships will be awarded on a monthly basis. Student scholarship winners will be notified within 45 days of the scholarship application submission date by the Campus Director or other campus official.

Selection criteria will include:
- Written reference from a leader in the community
  - Examples of leaders of the community include but are not limited to: coaches, teachers, principals, counselors, advisors, pastors, doctors, employers, support service professionals, law enforcement officer etc.
- Review of the Written or Video Essay submitted
  - Logical interpretation of the subject and adherence to topic
  - Originality, Innovation and Creativity
  - Adherence to overall guidelines and deadlines applicable

Continuing Students

Effective January 1, 2017, students in their final term or module at any Everest institution, Wyotech Laramie, or Wyotech Daytona Beach may be eligible to apply for the Zenith American Dream Graduation Scholarship up to $2,000. This scholarship is available only to students who have not previously been awarded and received a Zenith American Dream Scholarship.

To be eligible a student must:
- Obtain a written reference from an instructor or externship supervisor
- Have a minimum **2.0 GPA**
- Meet application guidelines and deadlines
- Have begun the final term or module of their program
- Have not previously been awarded or received a Zenith American Dream New Student Scholarship

Winners will be selected based on quality of the recommendation and the student's academic record. Scholarships will be awarded on a monthly basis. Student scholarship winners will be notified within 45 days of the scholarship application submission date by the Campus Director or other campus official.

Selection criteria will include:
- Strength of the written reference from the student's classroom/clinical instructor, externship supervisor, or externship coordinator;
- Strength of the student's academic performance, including grades and attendance records.

Scholarship Funds

Zenith American Dream Scholarships may be used in order to cover the direct cost of attendance for the program in which the student is enrolled (tuition, books and fees).

Either scholarship will be credited on a student's account upon award of the scholarship. Scholarships are non-transferable and cannot be exchanged for cash. Scholarships can only be used to reduce the institutional direct cost of the program (tuition, books and fees) and cannot be utilized for indirect costs or living expenses.

Career Colleges and Schools of Texas Scholarship

The College participates in the Career Colleges and Schools of Texas (CCST) Scholarship Program, operated by the Career Colleges and Schools of Texas.

Under this scholarship program up to 10 $1,000 CCST scholarships are available at each Texas high school and can be awarded to 10 graduating high school seniors from that school.

Unique scholarship certificates are generated by the high school through the CCST Scholarship website. The high school administration selects the students to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one CCST scholarship.

CCST scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

Everest Step Scholarship – Fort Worth South

Students with an "active status" as of March 1, 2014 in any modular program* at Everest Institute, Everest College or Everest University campuses who ultimately graduate from those programs are entitled to receive a $3,500 non-transferrable scholarship to be used as a tuition credit for any Everest Institute, Everest College, or Everest University academic program*, including online academic programs, in which such student enrolls and starts within one year following his or her completion of the original modular program. The Everest Step Scholarship cannot be used in conjunction with any of the other scholarships offered at the campus. Everest reserves the right to modify, extend, or cancel the Everest Step Scholarship at any time.

*Certain programs do not qualify. Consult a financial aid representative on your campus for details.

Military Scholarships

As a sign of appreciation to our friends in uniform and their families, the following are eligible to apply for the Military Scholarship: military personnel serving in the Armed Forces, which include the U.S. Army, Navy, Marines, Air Force, Activated Guard/Reserve and U.S. Coast Guard, military spouses of active military personnel serving in the Armed Forces, veterans using Veterans Affairs ("VA") education benefits, and spouses or other dependents using VA education benefits.

The Scholarship includes a quarterly tuition stipend applied as a credit to the student's account and no cash payments will be awarded to the student. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 50% of tuition charged for the term. The scholarship is non-transferrable and non-substitutable and cannot be combined

with any other program. The scholarship or program with the greatest benefit to the student will be applied. Applications may be requested from the Admissions Office.

Eligibility: Applicants must meet entrance requirements for their program of study. Applicants must meet the eligibility requirements listed above and provide proof of eligibility by submitting a copy of official military documentation with their application. Proof of eligibility includes valid military identification card, Leave and Earnings Statement, DD214, Certificate of Eligibility. The scholarship may be renewed from quarter-to-quarter so long as the recipient continues to meet the eligibility requirements, remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

Payment Schedule:

Member Status	Military Scholarship Amount
U.S. Military Service Member – Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard or Activated Reservist	50% of tuition
Veteran – veteran using VA or other military education benefits	10% of tuition
Military Spouse – spouse of active-duty military personnel serving in the Armed Forces	10% of tuition
Military spouse or dependent – spouse or dependent using military education benefits	10% of tuition
Other – service member, veteran or family member not listed above and using military education benefits	10% of tuition

Veteran's Assistance Programs

The VA administers education programs for veterans and their eligible dependents. The VA determines student eligibility and assists students with utilizing these benefits. For information about U.S. Departments of Veterans Affairs (VA) education benefits for veterans and their families, call (888)-GI-BILL-1 (888-442-4551) or visit http://www.gibill.va.gov. VA education benefits include but are not limited to the following:

- Post-9/11 GI Bill (Chapter 33)
  http://www.benefits.va.gov/gibill/post911_gibill.asp
- Transfer of Post-9/11 GI Bill Benefits to Dependents (TEB)
  http://www.benefits.va.gov/gibill/post911_transfer.asp
- Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program)
  http://www.benefits.va.gov/gibill/yellow_ribbon.asp
- Montgomery GI Bill – Active Duty (Chapter 30)
  http://www.benefits.va.gov/gibill/mgib_ad.asp
- Montgomery GI Bill – Selected Reserve (MGIB-SR / Chapter 1606)
  http://www.benefits.va.gov/gibill/mgib_sr.asp
- Veterans Educational Assistance Program (VEAP / Chapter 32)
  http://www.benefits.va.gov/gibill/veap.asp
- Reserve Educational Assistance Program (REAP / Chapter 1607)*
  http://www.benefits.va.gov/gibill/reap.asp
- Survivors' and Dependents' Educational Assistance Program (DEA / Chapter 35)
  http://www.benefits.va.gov/gibill/survivor_dependent_assistance.asp
- National Call to Service Program (NCS)
  http://www.benefits.va.gov/gibill/national_call_to_service.asp
- Vocational Rehabilitation (Chapter 31)
  http://www.benefits.va.gov/vocrehab/eligibility_and_entitlement.asp

*Only applies to existing recipients through 2019

ADMINISTRATIVE POLICIES

STATEMENT OF NON-DISCRIMINATION

Everest does not and will not discriminate on the basis of race, color, religion, age, disability, sex, pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), sexual orientation, national origin, citizenship status, gender identity or status, veteran status, actual or potential parental, family or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. For information on discrimination-related grievances, please see the Discrimination Grievance Procedures section.

DISABILITY

Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The campus president/campus director has been designated the Section 504/ADA Coordinator and will coordinate the efforts of Everest to comply with all relevant disability laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

CIVIL RIGHTS COMPLIANCE

Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1975, and Title VI of the Civil Rights Act of 1964, all as amended from time to time. The Campus Director has been designated as the Civil Rights Coordinator and will coordinate the efforts of Everest to comply with all relevant civil rights laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

DISABILITY ACCOMMODATION PROCEDURE

Everest's disability accommodation procedure is a collaborative and interactive process between the student and the Civil Rights Coordinator. The student will meet with the Civil Rights Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Civil Rights Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Civil Rights Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. Once the student has self-disclosed a disability and it has been verified and appropriate accommodation(s) suggested the Campus Director (the Civil Rights Coordinator) will work with the student to determine how the accommodation(s) can be provided. The accommodation(s) will depend on the needs of the particular student and the accommodation(s) suggested or recommended, and can include but are not limited to the following examples: extended time on exams, quiet environment for testing, a reader for exams, oral exams, note taker/faculty notes, Ebooks/Software reader, and ASL interpreter.

If the request for an accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal. To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Civil Rights Coordinator with a new accommodation form marked appeal.

DISCRIMINATION GRIEVANCE PROCEDURES

A student initiates the Discrimination Grievance Procedure by contacting the Civil Rights Coordinator for all disability-related complaints and all other complaints alleging discrimination carried out by employees, other students, or third parties. The Civil Rights Coordinator and Campus Director can be reached at the campus contact information located in this catalog. A student's participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The Civil Rights Coordinator or Campus Director or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Civil Rights Coordinator or Campus Director or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Civil Rights Coordinator or Campus Director or his/her designee will inform the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The

student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the Director of Academic Services will review the matter and provide a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. Everest makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

If the Civil Rights Coordinator or Campus Director is the subject of the grievance, the student should contact the Student Services Manager at the Student Help Line at (800) 874-0255 or via email at StudentServices@zenith.org. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@zenith.org.

CODE OF STUDENT CONDUCT

Everest seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All Everest schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students, faculty, staff, and guests must be protected at all times.

To this end, Everest Code of Student Conduct sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the School, the deviation(s) significantly prejudice the student.

The Campus President/Campus Director (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

Conduct Affecting On-Campus Safety

Everest and WyoTech will take all appropriate actions to protect the safety and security of our campus community. Every student has the right to fair and reasonable treatment. No one may be excluded on the basis of disability, race, ethnicity, national origin, creed, gender, age, sexual orientation, economic status, or other protected status. A student whose conduct threatens property or the health/safety of any person may be immediately suspended. Examples of such conduct may include:

- Possessing alcohol or other intoxicants, drugs, firearms or other weapons, explosives, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of the school's or another's property
- Harassment or intimidation of others, including bullying or cyberbullying
- Endangering yourself or others, infliction of physical harm
- Any other behavior deemed inappropriate by the school

Conduct Affecting Student Learning

Disciplinary action, including suspension/dismissal, may be initiated against any student based upon reasonable suspicion of involvement to commit any of the following:

- Cheating, plagiarism, fabrication or other forms of academic dishonesty
- Falsifying, or altering documents; misusing documents, funds, or school property
- Disruptive actions, including:
  - Use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
  - Use of any device to make an audio, video, or photographic record of any person while in class, on campus, at off-campus sponsored activities or events, and housing without that person's prior permission
- Failure to comply with school policies or directives
- Any action that interferes with the learning environment or the rights of others

While students have the right to freedom of expression, including the right to dissent, protest, or articulate exception to the material and assessments offered in any course, this expression cannot interfere with the rights of others, hinder instruction, or disrupt the process of the school. Students have a responsibility to express ideas in a safe and respectful manner.

Limitations on Students with Pending Disciplinary Matters

Any student with a pending disciplinary matter shall not be allowed to:
- Graduate or participate in graduation ceremonies; or

- Engage in any other school-related activities determined by the school

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission or transfer to another campus prior to resolving the outstanding disciplinary issue. Disciplinary matters are addressed in accordance with written policies and procedures and follow accreditor standards and expectations.

Inquiry by the School President

If the School President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the School President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the School President (or designee) determines that a violation has not occurred, no further action shall be taken.

Conduct which does not Warrant a Suspension or Dismissal

If the school determines that the student's behavior may have violated this Code, but does not warrant a suspension or dismissal, the school will promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

Conduct which Warrants a Suspension or Dismissal

If the school determines that a student's behavior should result in a suspension or dismissal, the school will promptly provide the student with a written notice of:
- The conduct resulting in the suspension or dismissal;
- The specific penalty being imposed;
- The student's right to submit a written appeal within five calendar days following the date of the school's suspension or dismissal determination

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

Everest does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students. Possession of these substances on campus is cause for dismissal.

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

IT resources may only be used for legitimate purposes, and may not be used for any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Impermissible uses include, but are not limited to:
- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission;
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of Zenith users or students to parties outside Zenith without expressed written permission;
- Downloading or storing company or student private information on portable computers or mobile storage devices;
- Making computing resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
- Academic dishonesty as defined in the Code of Student Conduct;
- Use of Zenith logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

COPYRIGHT POLICY

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to disciplinary actions by the school, or any applicable actions in conjunction with federal and state law.

SEXUAL HARASSMENT POLICY

Everest is required by Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part Sec. 106.9.not to discriminate on the basis of sex in the educational programs and activities which it operates. Everest strives to provide a safe working and learning environment at all its schools and is committed to creating and sustaining a positive learning environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking. Such behaviors are prohibited both by law and School policy, and will not be tolerated on any Everest campus. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

Refer to Appendix A for further information.

SANCTIONS

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

Suspension – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other Zenith school.

Note: Student absences resulting from a suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the Campus President/Campus Director. Students dismissed from the school remain responsible for any outstanding balance owed to the school.

APPEAL PROCESS

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the School President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the School President, Campus President or Academic Dean, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded.

The Student Conduct Committee shall:

- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing
- If the student does not appear, or elects not to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the School President (or designee)
- Affirm the finding and modify the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter. A matter may be dismissed only if the original finding is found to be arbitrary and capricious

The decision of the Student Conduct Committee is final, and no further appeal is permitted.

RECORDS OF DISCIPLINARY MATTERS

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA). Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities for investigation and prosecution. Additionally, disciplinary records may be reported to third parties as applicable (e.g. Veteran's Administration).

STUDENT COMPLAINT PROCEDURE

You may bring a complaint against the School and initiate the School's Internal Dispute Resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to provide a decision or resolution within 15 days. If you are not satisfied with your academic advisor's resolution of your complaint, you may appeal his/her decision to the Campus Director. You may then appeal the President's decision to the Provost of Zenith Education Group. If you are not satisfied with the outcome of the internal dispute procedure, you have the option of submitting your claim to arbitration pursuant to the School's Dispute Resolution Policy that was provided at the time of enrollment. You may also obtain a copy of the Internal Dispute Resolution Policy from your academic advisor. You may also, or alternatively, contact the Student Helpline at any time, at (800) 874-0255 or email at studentservices@zenith.org. A student filing a grievance will not be subject to adverse or unfair actions by any school official as the result of initiating the grievance.

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Council for Independent Colleges and Schools. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4223
(202) 336-6780
www.acics.org

If you have followed the above guidelines and still feel that your concern has been improperly addressed, students may contact and file a complaint with TWC as well as with other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at www.texasworkforce.org/careerschools

The TWC assigned school numbers are as follows:
Arlington (Mid-Cities): **S2155**
Fort Worth South: **S3599**
Dallas: **S2112**

Texas Workforce Commission	Office of the Attorney General
Career Schools and Colleges	P.O. Box 12548
Room 226T	Austin, Texas 78711-2548
101 East 15th Street	Consumer Protection Hotline: (800) 621-0508
Austin, TX 78778-0001	Website: https://www.oag.state.tx.us
Phone: 512-936-3100	
www.texasworkforce.org/careerschools	

To file a complaint with the THECB, all complaints must be submitted to THECB via email or mail on the student complaint form which is available on the below referenced website. All submitted complaints must include a student complaint and the appropriate releases. The THECB has the ability to refer certain complaints to other agencies or entities as they see appropriate or investigate the student complaint internally. If an informal resolution cannot be reached, the Commissioner will make a final and written determination. Additional details regarding the complaint process are available on the THECB's website.

The web address for the THECB's Student Complaints page is:
http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9

DRESS CODE

Students must adhere to the campus dress code standards and are expected to dress in a manner that would not be construed as detrimental to the student body, the educational process or wear any clothing which has expressed or implied offensive symbols or language. Students should always be cognizant of the first impression of proper dress code and grooming, and note that Everest promotes a business atmosphere where instructors and guests are professionals and potential employers. In addition, students may be required to wear uniforms that present a professional appearance.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

    A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

    A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

    If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

    The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor or collection agent, campus security personnel and a health provider); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, or an accreditor or an official of the state's department of education. Please note that in certain circumstances, such as with an infectious disease health threat or security threat, the school may disclose individually identifiable information without notice.

    A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

    Everest is committed to the protection of student education information. Everest does not publish a student directory, however Zenith may disclose appropriately designated "directory information" without a student's written consent, unless the student has advised Zenith to the contrary. Everest expressly limits its

designated directory information to students' names, addresses, phone numbers, graduation dates, programs of study, degrees, diplomas, certificates, dates of attendance and honors/awards received. A student who wishes to opt-out of the disclosure of this information must obtain a Directory Information Opt-Out Form from the Registrar's Office and submit the completed form to the Registrar.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

STUDENT RECORDS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Everest maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received. Student records are maintained on campus for five years. Additionally, electronic transcripts are maintained permanently on campus.

TRANSCRIPT AND DIPLOMA RELEASE

Requests for transcripts must be submitted to the Office of the Registrar via the school electronic transcript service provider. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Everest is working with Parchment to provide electronic delivery of official transcripts to students. Students can request their transcript by going to http://www.everest.edu/transcripts or by contacting the Registrar office for assistance. Transcripts will be delivered electronically to the student's destination of choice if:

- Student has a record in the current student information system
- Student is current with their financial obligation to the campus, and student owes the campus an outstanding balance of $1,500 or less

Upon graduation, all students who are current with their financial obligation to the campus will receive their diploma.

Note: Students who have outstanding balances above $1,500 may receive an unofficial copy of their transcript.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Everest has established policies regarding campus security.

Everest strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

In emergency situations, students should call 911 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus President/Campus Director (or designee). In non-emergency situations, the crime should be reported as soon as possible to the Campus President/Campus Director (or designee) and the local law enforcement agency. All students are encouraged to report all crimes and public safety incidents to the Campus President/Campus Director (or designee) in a timely manner. The Campus President/Campus Director (or designee) shall document each incident reported and determine an appropriate response based on the nature of the incident. All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: http://www.fbi.gov/hq/cid/cac/registry.htm.

DRUG-FREE SCHOOLS POLICY

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Everest prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Campus President or Academic Dean or Campus President/Campus Director. Students who violate the school's prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment is subject to successful completion of any prescribed counseling or treatment program.

STATISTICAL INFORMATION

Everest is required to report to students the occurrence of various criminal offenses on an annual basis. On or before October 1st of each year, the school will distribute a security report to students containing the required statistical information on campus crimes committed during the previous three years. A copy of this report is available to prospective students upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), Everest is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Everest is required to make this completion or graduation rate data readily available to students approximately 10 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request.

FACULTY ACCESSIBILITY

Students may reach out to faculty outside of course regular schedule hours for any academic or course advising. The student and instructor can set up a time to meet before or after and through any sort of technology such as email, text or phone call throughout the period during which the course is offered. All instructors distribute their email and phone number contact information on the first day of every module or term to all students.

STUDENT SERVICES

ORIENTATION

New students participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the school and introduce them to staff and faculty members who will play an important part in the students' academic progress.

HEALTH SERVICES

Everest does not provide health services.

HOUSING

Everest does not provide on campus housing; however, it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the campus.

STUDENT ADVISING

Academic advising is coordinated by the Academic Dean and includes satisfactory academic progress, attendance, and personal matters. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

EVEREST CARE PROGRAM

The Everest CARE Student Assistance program is a free personal-support program for our students and their families. This program provides enrolled students direct and confidential access to professional counseling. For more information, please visit the website http://www.everestcares.com or call (888) 852-6238.

PLACEMENT ASSISTANCE

Everest maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Office works directly with business, industry, and advisory board members to assist all students with access to the marketplace. Everest does not, in any way, guarantee employment. It is the goal of the Career Services Office to help all students realize a high degree of personal and professional development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Offices.

PROGRAMS BY LOCATION

MODULAR PROGRAMS	Arlington	Dallas	Fort Worth South
Dental Assistant	X	X*	X
Electrical Technician	X		
Heating, Ventilation and Air Conditioning	X		
Medical Administrative Assistant	X	X*	
Medical Assistant	X	X*	X
Medical Insurance Billing and Coding			X
Pharmacy Technician	X		
QUARTER-BASED PROGRAMS			
Accounting		X*	
Business			X
Business Administration	X*	X*	
Paralegal		X*	
Criminal Justice	X*	X*	X*
* Enrollments are no longer accepted in this program			

MODULAR PROGRAMS

DENTAL ASSISTANT
Diploma Program
Fort Worth South, Dallas and Arlington campuses
33 weeks – 760 hours – 48 credit units

The goal of the Dental Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists, and dental offices and facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories and insurance companies.

The objective of the Dental Assistant program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry-level positions as dental assistants in today's modern health and dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The combination of introduced skills taught in this program, will prepare students for the ever-changing field of dentistry and orthodontics. Students study dental radiography, dental sciences, operatory dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health.

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through G, students participate in a 200 clock hour externship

Completion of the Dental Assistant Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

NOTE: Effective 9/1/2006, to apply to become a registered dental assistant, a student must complete a mandatory short course approved by The Texas State Board of Dental Examiners. An approved provider list can be found on the TSBDE website: http://www.tsbde.state.tx.us. By law a dental assistant must register with TSBDE in order to take x-rays at a dentist's office.

Module	Module Title	Contact Hours (Lecture/Lab/Ext)	Quarter Credits
MODULE A	Dental Office Emergencies and Compliance	40/40/00	6.0
MODULE B	Dental Radiography	40/40/00	6.0
MODULE C	Dental Specialties	40/40/00	6.0
MODULE D	Operatory Dentistry	40/40/00	6.0
MODULE E	Laboratory Procedures	40/40/00	6.0
MODULE F	Dental Anatomy and Orthodontics	40/40/00	6.0
MODULEG	Dental Health	40/40/00	6.0
MODULE X	Dental Assistant Externship	0/0/200	6.0
	Program Totals:	280/280/200 **760**	**48.0**

Major Equipment: Air Compressor, Amalgamators, Autoclave, Automatic and Manual Processing Equipment, Dental Unit and Chairs, DXXTR Manikins, Handpieces, Model Trimmers, Model Vibrators, Oral Evacuation Equipment, Ultrasonic Units, X-ray Units, Water Retrieval Manikins

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Module A – Dental Office Emergencies and Compliance   **6 Quarter Credits**
In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, protective barrier techniques and handling hazardous chemicals in the dental environment. Students practice step-by-step instrument decontamination and operatory disinfection utilizing approved sterilization agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students will become certified in CPR for the Healthcare Provider and be instructed on how to manage emergencies that may occur in the dental office. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Pharmacology in the dental office is introduced for a basic understanding in this area. Students are also introduced to basic anatomy and tooth morphology. Related spelling and terminology is studied throughout the module. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites: None. Lecture Hours 40. Lab Hours 40.

Module B – Dental Radiography   **6 Quarter Credits**

Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for radiation safety and comply with federal regulations for certifying radiographic operators.   Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include periapical and bitewing x-rays using the bisecting and parallel techniques and are performed on a patient simulator manikin. Students process film using an automatic processor or digital radiology. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria.   Students retake non-diagnostic films understanding and following the ALARA concept. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication are discussed. Toward the end of the module, students explore front office techniques using the Dentrix software. Related dental terminology is also taught. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites None. Lecture Hours 40. Lab Hours. 40.

Module C – Dental Specialties   **6 Quarter Credits**

In this module, students study skills performed by the dental assistant in the specialty areas of Dental Implants, Endodontics, Periodontics, Oral and Maxillofacial Surgery and Pedodontics. Additionally, procedures for the administration of topical and local anesthetics are discussed.   Students practice acquired skills on training manikins (Typodonts), passing instruments, setting up the operatories and manipulating materials. Related dental terminology is studied as well as basic anatomy of the head and teeth. Students are introduced to the history and dental profession highlighting dental ethics. Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication are discussed. Related spelling and terminology is studied throughout the module. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites None. Lecture Hours 40. Lab Hours 40.

Module D – Operatory Dentistry   **6 Quarter Credits**

This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, liners, bases and other bonding systems are presented.   Students practice required procedures such as placement, wedging and removal of Tofflemire retainers and other matrices. Procedures to include placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins are also practiced. Students are introduced to basic anatomy of the head and teeth. Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication are discussed. Related spelling and terminology is studied throughout the module. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites None. Lecture Hours 40. Lab Hours 40.

Module E – Laboratory Procedures   **6 Quarter Credits**

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students will learn the various dental cements used for prosthodontics and their proper manipulation techniques. Students are introduced to the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Students learn Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication. Students are introduced to front office procedures utilizing related front office software. Related dental terminology is studied. Out-of-class activities will be assigned and assessed as part of this module. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites None. Lecture Hour 40. Lab Hours 40.

Module F – Dental Anatomy and Orthodontics   **6 Quarter Credits**

This module focuses on orthodontics as a specialty as well as dental anatomy and general human anatomy. Students receive hands-on training in practicing orthodontic measurements, placement of separators and sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. HIPAA regulations are introduced with emphasis on protection of patient's privacy and how dental health professionals must follow these regulations. Students also discuss job readiness and explore marketing themselves for future employment. Students learn Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication. Related spelling and terminology is studied throughout the module. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites None. Lecture Hours 40. Lab Hours 40.

Module G – Dental Health   **6 Quarter Credits**

In this module the specialty area of periodontics are studied with an emphasis in preventive dentistry and nutrition. Students will receive a foundational understanding of dental caries. Related areas of dental sealants and fluorides are presented. Coronal polish theory and procedures are taught and practiced on manikins. Pit and fissure sealants theory and procedures are taught and practiced on typodonts. Students are introduced to basic anatomy of the head and teeth. Students are introduced to oral pathology which includes oral cancers and various oral lesions. HIV/AIDS is covered with an emphasis on understanding the causes, modes of transmission, and the practice of universal standard precautions. Students learn Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication. Related spelling and terminology is studied throughout the module. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites None. Lecture Hours 40. Lab Hours 40.

Module X – Dental Assistant Externship   **6 Quarter Credits**

This module is 200 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisites Completion of Modules A-G. Lecture Hours 0. Lab Hours 0. Externship Hours 200.

ELECTRICAL TECHNICIAN
Diploma Program
Arlington campus
36 weeks – 720 hours – 59 credit units

The commercial and residential electrical industries are constantly evolving as new industry demands require increased skill sets. Graduates need the necessary core and specialty skills to successfully meet electrical standards and be embraced by the marketplace. Through the Electrical Technician diploma program, students will learn skills of electrical safety, tools and theory, the National Electrical Code (NEC), conduit bending, residential and commercial wiring, power distribution, advanced code concepts and motors, industrial controls, Programmable Logic Controllers (PLCs), personal development, jobsite management, fire and security alarms, voice, data, TV, signaling systems and fiber optics. Laboratory experience is an integral part of the program.

Graduates of the Electrical Technician diploma program are qualified for entry-level positions such as commercial and residential electrical technicians, preventive maintenance electrical technicians, industrial maintenance electrical technician, maintenance technician, field service technicians, and installation technicians in any manufacturing industry and market sector that has a need for electrical technicians.

Upon successful completion of all program modules, students will be awarded a diploma.

Course Number	Course Title	Clock Hours (Lecture/Lab/Ext)	Quarter Credits
EEV 1031	Electrical Theory	80/00/80	8.0
EEV 1176	NEC/ Safety/ Hand Tools and Conduit Bending	40/40/80	6.0
EEV 1174	Residential/Commercial and NEC Requirements	40/40/00	6.0
EEV 1271	Transformer Principles and Test Equipment	40/40/00	6.0
EEV 1208	Power Distribution	60/20/00	7.0
EEV 2193	Hazardous Locations & Renewable Energy	60/20/00	7.0
EEV 2034	Motor Concepts	60/20/00	7.0
EEV 2038	Advanced Industrial Controls	40/40/00	6.0
EEV 2039	Solid State Controls and Industrial Automation	40/40/00	6.0
	Program Total:	460/260/00 **720**	**59.0**

Conduit Bender, Pipe Threader, Electric Drills, Saws, Fish Tapes, Digital Multimeter, Ammeters, Light Meters, Shop Vacuum, Programmable Logic Controllers, Computers, Motors, Relays, Contactors, Transformers, Variable Frequency Drives, Ladders, Knockout Punch Kits, Hole Saws, Drill Bits, Screwdrivers, Wire Strippers, Crimping Tools, Linesman Pliers, Insulation Tester, Phase Rotation Meter, Socket Wrench Sets, Hammer, Hacksaw, MC Cable Slitter, Bench Grinder, Bench Vise, Cable Puller, Cable Reel Jacks

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EEV 1031 Electrical Theory   **8.0 Quarter Credits**
This course introduces students to fundamentals of algebra, electrical theory, Ohm's Law, magnetism, voltage, resistance, inductance, capacitance, units of electrical measurement and basic electrical math. Students will learn concepts of energy, Kirchoff's law, Norton's and Thevenin's theorems, basic trigonometry, inductance, capacitance, series and parallel circuits, power and power factor, electrical efficiency, direct current (DC) and alternating current (AC) circuits, and personal development topics. Students will also learn techniques for studying and test-taking. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 80. Lab Hours 0.

EEV 1176 NEC/Safety/Hand Tools and Conduit Bending   **6.0 Quarter Credits**
This course introduces students to definitions, terms and organization of the National Electrical Code (NEC), and conduit bending by calculation. Students will learn NEC requirements for residential, raceway types, boxes and fittings, commercial, industrial installations, materials, motorized tools, digging techniques, Material Safety Data Sheets (MSDS) and first aid. Students will develop math and layout techniques required to accurately and efficiently bend conduit. Students will also be introduced to the importance of safety, and common hand and power tools. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

EEV 1174 Residential, Commercial and NEC Requirements　　　　　　　**6.0 Quarter Credits**
Students will learn wiring and protection methods, conductor installation, raceway fill, ambient temperature, voltage drops, blueprint reading, electrical installation, connections, markings, enclosures, boxes and fittings, junction boxes, gutters, flexible cord, underground feeder and branch circuits, cables, supported and open wiring, residential/commercial wiring, signaling circuits, smoke detectors, ground fault circuit interrupters (GFCIs), doorbells, and service changes. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

EEV 1271 Transformer Principles and Test Equipment　　　　　　　**6.0 Quarter Credits**
Students will learn about meters, test equipment, harmonics, grounding, single-phase, three-phase, auto and specialty transformer principles, cable and generator testing, measuring devices, high-voltage cables, insulators and test equipment. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

EEV 1208 Power Distribution　　　　　　　**7.0 Quarter Credits**
Students will learn about hazardous locations, health care facilities, intermediate and advanced grounding, overcurrent protection, load calculations, balancing phases and neutrals, surge arrestors, transient voltage surge suppression (TVSS), color codes, circuit identification, panel rating, phase converters, capacitors, and single-phase and three-phase power distribution concepts. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 60. Lab Hours 20.

EEV 2193 Hazardous Locations & Renewable Energy　　　　　　　**7.0 Quarter Credits**
Students will learn about power conditioning and emergency systems, generators, battery systems, fan controllers, lighting concepts, uninterruptible power supply (UPS), transfer switches, dimmer systems, voice-data-TV, computer cabling, structured wiring, fiber optics, special equipment, fire alarms, security alarms, signaling, rigging, and renewable energy. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite EEV 1174. Lecture Hours 60. Lab Hours 20.

EEV 2034 Motor Concepts　　　　　　　**7.0 Quarter Credits**
Students will learn National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite EEV 1271. Lecture Hours 60. Lab Hours 20.

EEV 2038 Advanced Industrial Controls　　　　　　　**6.0 Quarter Credits**
Students will learn National Electrical Code (NEC) motor concepts, construction, rotor windings, starting configuration, megohmmeter, insulation testing, squirrel cage motor, single-phase and three-phase motors, AC/DC motor concepts, applications, mechanical clutches, magnetic drives, pulleys, direct drives, offset drives, and jobsite management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite EEV 1271. Lecture Hours 40. Lab Hours 40.

EEV2039 Solid State Controls and Industrial Automation　　　　　　　**6.0 Quarter Credits**
Students will learn solid state devices, semiconductors, digital logic, industrial automation, programmable logic controller (PLC), hardware, applications, HMI, binary, octal, hexadecimal, grey code and PLC operation. Out -of-class activities will be assigned and assessed as part of this module. Prerequisite EEV 1271. Lecture Hours 40. Lab Hours 40.

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)
Diploma Program
Arlington Campus
36 weeks – 720 hours – 55 credit units

The Heating, Ventilation and Air Conditioning (HVAC) program provides students the skills required to specialize in the field of residential heating and air conditioning service and repair. The HVAC program consists of nine modules. Upon successful completion of all modules of the program, students will be awarded a diploma.

Graduates of the program can seek employment as entry-level technicians in the heating, ventilation and air conditioning field, including Preventative Maintenance Technician, Entry-Level Installation Helper, Entry-Level Service and Repair Helper. Intermediate and advanced positions include Heating, Ventilation & Air Conditioning Installer, Heating, Ventilation & Air Conditioning Technician, Air Balancing Technician, Energy Management Controls Installer and or Technician.

Course Number	Course Title	Clock Hours (Lecture/Lab/Ext)	Quarter Credits
CON 1010	Basic Construction	60/20/00	7.0
ACR 1010	Basic Electricity	40/40/00	6.0
ACR 1060	Air Conditioning	40/40/00	6.0
ACR 1110	Fuel Heating Systems	40/40/00	6.0
ACR 1160	Air Distribution	40/40/00	6.0
ACR 2010	Systems Controls	40/40/00	6.0
ACR 2060	Heat Pumps	40/40/00	6.0
ACR 2110	System Application and Design	40/40/00	6.0
ACR 2160	HVAC Diagnostics	40/40/00	6.0
	Program Total:	380/340/00 **720**	**55.0**

Vacuum Pump, Refrigerant Scale, Oxy-Acetylene Torch, Refrigerant Gauge Set, Cordless Electric Drills, Electric Drills, Ladders, Socket Wrench Set, Hammer, Wire Strippers, Furnaces, Condenser Units, Forced-Air Unit, Sheet Metal Shear, Sheet Metal Brake, Bench Grinder, Bench Vise, Computer, Heat Pumps, Electric Heaters, Crimping Tools, Contactors, Relays, Time-Delay Relays, Cord Sets, Leak Detectors, Coil Cleaning Tools, Dial Thermometers, Infrared Thermometers

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CON 1010 Basic Construction   **7.0 Quarter Credits**
This course introduces students to the construction field. The course of instruction will cover basic job safety concepts and regulatory requirements, basic math used in the construction trades, the use of common hand and power tools, and an introduction to blueprint reading, basic rigging, communication and employability skills. Students will also learn techniques for studying and test-taking. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture hours 60. Lab hours 20.

ACR 1010 Basic Electricity   **6.0 Quarter Credits**
This course of instruction will cover basic job safety concepts, history of electricity, electrical theory, electrical power, electrical measuring, applications and electrical components. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturer's diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture hours 40. Lab hours 40.

ACR 1060 Air Conditioning   **6.0 Quarter Credits**
This course of instruction will cover basic safety for pressures, temperatures, and refrigerants, basic laws of physics and cooling theory, terms, definitions, air conditioning cycles, component operations, mechanical and electrical diagrams, standard and high efficiency air conditioning systems. Pressure/temperature charts, refrigerant piping specifications and installation will also be covered. Usages of various tools are covered. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture hours 40. Lab hours 40.

ACR 1110 Fuel Heating Systems   **6.0 Quarter Credits**
This course of instruction will cover combustion and various hydrocarbon fuels. Appliance heaters and warm air furnaces will be covered. Operation of controls, testing and servicing equipment, installation and operation are also covered. Fuel heating system diagnosis and wiring diagrams are explored. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture hours 40. Lab hours 40.

ACR 1160 Air Distribution   **6.0 Quarter Credits**
Students in this course of study will learn to read blueprints, use shop math, perform load calculations, indoor air quality, and system air balancing and apply the fundamentals of air distribution to system design. In structured lab projects, students will use the tools and equipment necessary to assemble and disassemble pre-fabricated HVAC air distribution systems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: None. Lecture hours 40. Lab hours 40.

ACR 2010 Systems Controls   **6.0 Quarter Credits**
This course presents electrical and electronics theory, terms, definitions, symbols, circuits, laws and formulas. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturers' diagnostic techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites ACR 1010. Lecture hours 40. Lab hours 40.

ACR 2060 Heat Pumps   **6.0 Quarter Credits**
Air properties related to HVAC and heat pump systems design are studied in this course. Component operation, systems diagrams and industry approved troubleshooting techniques are discussed and reinforced with structured lab exercises. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites ACR 1010 and ACR 1060. Lecture hours 40. Lab hours 40.

ACR 2110 System Application and Design   **6.0 Quarter Credits**
This course introduces students to various HVAC system applications. Various HVAC designs, joining and sizing of various types of piping and tubing, system charging, load calculations, wiring, safety and proper diagnostics procedures, EPA Section 608 and R-410A, refrigerant handling and containment (recovery, recycling and reclaiming) and certification requirements are discussed in this course. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of residential gas heating systems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisites ACR 1010, ACR 1060, ACR 1160. Lecture hours 40. Lab hours 40.

ACR 2160 HVAC Diagnostics   **6.0 Quarter Credits**
This course introduces students to HVAC diagnostic fundamentals. Emphasis is placed on testing equipment, gas identifiers, wiring diagrams, refrigerant schematics, systems testing, load distribution and controls operation. Mechanical components, gas pipe sizing, wiring, safety and proper diagnostic procedures are taught. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of HVAC systems. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite ACR 1010, ACR 1060, ACR 1160 and ACR 1160. Lecture hours 40. Lab hours 40.

MEDICAL ADMINISTRATIVE ASSISTANT
Diploma Program
Arlington and Dallas campuses
33 weeks – 760 hours – 48 credit units

The objective of the Medical Administrative Assistant Program is to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.

The Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the 21st century medical office environment.

Module	Module Title	Clock Hours (Lecture/Lab/Ext)	Quarter Credits
Module A	Office Finance	40/40/00	6.0
Module B	Patient Processing and Assisting	40/40/00	6.0
Module C	Medical Insurance	40/40/00	6.0
Module D	Insurance Plans and Collections	40/40/00	6.0
Module E	Office Procedures	40/40/00	6.0
Module F	Patient Care and Computerized Practice Management	40/40/00	6.0
Module G	Dental Administrative Procedures	40/40/00	6.0
Module X	Medical Administrative Assistant Externship	00/00/200	6.0
	Program Total:	280/280/200 **760**	**48.0**

Module A – Office Finance   **6.0 Quarter Credits**
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

Module B – Patient Processing and Assisting   **6.0 Quarter Credits**
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9CM codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

Module C – Medical Insurance   **6.0 Quarter Credits**

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

Module D – Insurance Plans and Collections   **6.0 Quarter Credits**

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

Module E – Office Procedures   **6.0 Quarter Credits**

In Module E, emphasis is placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

Module F – Patient Care and Computerized Practice Management   **6.0 Quarter Credits**

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

Module G – Dental Administrative Procedures   **6.0 Quarter Credits**

Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Students will be exposed to Electronic Health Records software applications used within the healthcare setting in both ambulatory and hospital environments. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

Module X – Medical Administrative Assistant Externship   **6.0 Quarter Credits**

Upon successful completion of modules A through G, students participate in a 200-hour externship at an approved facility. This course is 200 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Prerequisite Completion of Modules A-G. Lecture Hours 0. Lab Hours 0. Externship Hours 200.

MEDICAL ASSISTANT
Diploma Program
Arlington, Dallas and Ft. Worth South campuses
41 Weeks – 920 Hours - 60 Quarter Credits

The Medical Assistant program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

The goal of the Medical Assistant diploma program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

Note: Graduates from a Medical Assistant program that is accredited by either ABHES (Accrediting Bureau of Health Education Schools) or CAAHEP/MAERB (Commission on Accreditation of Allied Health Education Programs/Medical Assisting Education Review Board) are immediately eligible to sit for the RMA Exam (Registered Medical Assistant), CMA Exam (Certified Medical Assistant), NCMA Exam (National Certified Medical Assistant) and CCMA Exam (Certified Clinical Medical Assistant) exams. Candidates who pass the exam are considered Registered Medical Assistants (RMA), Certified Medical Assistants (CMA), National Certified Medical Assistants (NCMA), or Certified Clinical Medical Assistants (CCMA) depending on which certification exam they take.

Graduates of campuses where the Medical Assistant program is not accredited by either ABHES or CAAHEP/MAERB, but are institutionally accredited are immediately eligible to sit for the RMA Exam (Registered Medical Assistant), NCMA Exam (National Certified Medical Assistant) and CCMA Exam (Certified Clinical Medical Assistant) exams.

Module	Module Title	Clock Hours (Lecture/Lab/Ext)	Quarter Credits
Module MAINTRO	Introduction to Medical Assisting	40/40/00	6.0
Module A	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	40/40/00	6.0
Module B	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	40/40/00	6.0
Module C	Digestive System, Nutrition, Financial Management, and First Aid	40/40/00	6.0
Module D	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	40/40/00	6.0
Module E	Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures	40/40/00	6.0
Module F	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	40/40/00	6.0
Module G	Medical Law and Ethics, Psychology, and Therapeutic Procedures	40/40/00	6.0
Module H	Health Insurance Basics, Claims Processing, and Computerized Billing	40/40/00	6.0
Module X	Externship	00/00/200	6.0
	Program Total:	360/360/200 **920**	**60.0**

MODULE MAINTRO – Introduction to Medical Assisting   **6.0 Quarter Credits**
Module MAINTRO introduces students to the medical assisting profession, medical terminology, interpersonal skills, study techniques, and basic clinical skills. Students are introduced to the rules needed to build, spell, and pronounce health care terms, basic prefixes, suffixes, word roots, combining forms, and terms associated with body structure and directional terminology. Students study the professional qualities and professional personal appearance of a medical assistant. They learn about the administrative and clinical duties performed by a medical assistant. Additionally, students study the purpose of accreditation and the significance of becoming credentialed professional. Students also study the importance of interpersonal skills and the application of these skills with patients and fellow employees. Students will gain knowledge of basic medical insurance billing, coding concepts, and the use of coding reference books. Students are introduced to the basic clinical skills of obtaining vital signs,

drawing and processing blood samples, and preparing and administering injections—procedures that they will continue to practice throughout the remaining modules. Students learn how to use knowledge of multiple intelligences to enhance studying and learning and how to make their personality type work for them. Successful note-taking and listening skills are reviewed, as well as techniques for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours 40. Lab Hours 40. Prerequisite None.

MODULE A – Integumentary, Sensory, and Nervous Systems, Patient Care and Communication   **6.0 Quarter Credits**

Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours 40. Lab Hours 40. Prerequisite MAINTRO.

MODULE B – Muscular System, Infection Control, Minor Office Surgery, and Pharmacology   **6.0 Quarter Credits**

Module B stresses the importance of asepsis and sterile technique in today's health care environment, along with the proper use of personal protective equipment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and effects of therapeutic drugs are included. Students participate in the positioning and draping of patients for various examinations and prepare for assisting with minor office surgical procedures. Students gain knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students describe how to handle numbers, symbols, and abbreviations in transcribed material and demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours 40. Lab Hours 40. Prerequisite MAINTRO.

MODULE C – Digestive System, Nutrition, Financial Management, and First Aid   **6.0 Quarter Credits**

Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours 40. Lab Hours 40. Prerequisite MAINTRO.

MODULE D – Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR   6.0 Quarter Credits
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours 40. Lab Hours 40. Prerequisite MAINTRO.

MODULE E – Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures   6.0 Quarter Credits
Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours 40. Lab Hours 40. Prerequisite MAINTRO.

MODULE F – Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics 6.0 Quarter Credits
Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours 40. Lab Hours 40. Prerequisite MAINTRO.

MODULE G – Medical Law, and Ethics, Psychology, and Therapeutic Procedures   6.0 Quarter Credits
Module G covers the history and science of the medical field, as well as the medical assisting profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé, and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40. Lab Hours 40. Prerequisite MAINTRO.

MODULE H – Health Insurance Basics, Claims Processing, and Computerized Insurance
Billing   6.0 Quarter Credits
Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours 40. Lab Hours 40. Prerequisite MAINTRO.

MODULE X – Externship   6.0 Quarter Credits
Upon successful completion of all modules, medical assisting students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lecture Hours 0. Lab Hours: 0. Externship Hours 200. Prerequisite MAINTRO, Modules A-H.

MEDICAL INSURANCE BILLING AND CODING
Diploma program
Fort Worth South campus
33 weeks – 760 hours – 48 credit units

Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

The objective of the Medical Insurance Billing and Coding program is to provide the student with the appropriate didactic theory and hands-on skills necessary to prepare them for entry-level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The Medical Insurance Billing and Coding program is a 760 clock hour/48.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 200 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Course Number	Course Title	Clock Hours (Lecture/Lab /Ext)	Quarter Credits
Module MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	40/40/00	6.0
Module MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	40/40/00	6.0
Module MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	40/40/00	6.0
Module MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	40/40/00	6.0
Module MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	40/40/00	6.0
Module MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	40/40/00	6.0
Module MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	40/40/00	6.0
Module MIBPC	Practicum * –OR–	00/00/200	6.0
Module MIBXT	Externship		
	Program Total:	280/280/200 **760**	**48.0**

*The Practicum is not offered as an option at the Fort Worth campus. Students there will take MIBXT Externship.

Major Equipment: Windows 2010, Microsoft Office 2010, ClaimGear v.8.4.0, Devore Electronic Health Record for the Physician's Office with MedTrak Systems, Keyboarding Pro 6, Student Personal Computers (Pentiums with at least 256 MB memory, 8 GB HDD, CD ROM, Mouse), Student SVGA 14" Monitors, Student Printers: Instructor Personal Computer (Pentium with at least 256 MB Memory, 8 GB HDD, CD ROM, Mouse), Instructor Monitor

Module MEDINTRO - Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel   6.0 Quarter Credits
This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms,

abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems   **6.0 Quarter Credits**
This module presents a study of basic medical terminology focused on the cardiovascular system, and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite MEDINTRO Lecture Hours 40. Lab Hours 40.

Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System   **6.0 Quarter Credits**
This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word, and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite MEDINTRO. Lecture Hours 40. Lab Hours 40.

Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology   **6.0 Quarter Credits**
This module presents a study of basic medical terminology focused on the integumentary system, the endocrine

system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. Students will be exposed to Electronic Health Records software applications used within the healthcare setting in both ambulatory and hospital environments. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite MEDINTRO. Lecture Hours 40. Lab Hours 40.

Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System   **6.0 Quarter Credits**

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10-CM/PCS coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite MEDINTRO. Lecture Hours 40. Lab Hours 40.

Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems   **6.0 Quarter Credits**

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed,

as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10-CM/ICD-10-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite MEDINTRO. Lecture Hours 40. Lab Hours 40.

Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology   **6.0 Quarter Credits**
This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite MEDINTRO. Lecture Hours 40. Lab Hours 40.

Once a student has completed all modules, he or she will be placed in his or her final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

Module MIBPC – Practicum   **6.0 Quarter Credits**
Upon successful completion of Modules MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing and coding students participate in a 200-hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. An instructor or department chair evaluates students at 100 and 200 hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite Successful completion of Modules MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lecture Hours 0. Lab Hours 0. Practicum Hours 200.

Module MIBXT – Externship   **6.0 Quarter Credits**
Upon successful completion of Modules MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 200-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite Successful completion of Modules MEDINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lecture Hours 0. Lab Hours 0. Externship Hours 200.

PHARMACY TECHNICIAN
Diploma Program
Arlington campus
33 weeks – 760 hours – 48 credit units

The Pharmacy Technician diploma program provides both technical and practical training that will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized, and both pharmaceutical and medical terminology and anatomy and physiology are also covered. The program emphasizes theory as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

Module	Title	Clock Hours (Lecture/Lab/ Ext)	Quarter Credits
Module A	Administration of Medications and Pharmacology of the Endocrine & Lymphatic Systems	40/40/00	6.0
Module B	Aspects of Retail Pharmacy & Pharmacology of the Nervous System	40/40/00	6.0
Module C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice	40/40/00	6.0
Module D	Infection Control, Medication Errors and Alternative Medicine & Pharmacology of the Integumentary System and Senses	40/40/00	6.0
Module E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	40/40/00	6.0
Module F	Aspects of Hospital Pharmacy & Pharmacology of the Urinary and Reproductive System	40/40/00	6.0
Module G	Home Health Care, Pharmacy Operations & Pharmacology of the Cardiovascular, Circulatory and Skeletal System	40/40/00	6.0
Module X	Externship	00/00/200	6.0
	Program Total:	280/280/200 **760**	**48.0**

Module A – Administration of Medications and Pharmacology of the Endocrine & Lymphatic Systems
6.0 Quarter Credits
This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the endocrine and lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

Module B – Aspects of Retail Pharmacy & Pharmacology of the Nervous System   6.0 Quarter Credits
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including

the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the respiratory and nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include CPR certification. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

Module C – History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice   **6.0 Quarter Credits**
This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include the history and changing roles of pharmacists and pharmacy technicians. This module covers the laws and ethics of pharmacy, which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

Module D – Infection Control, Medication Errors and Alternative Medicine & Pharmacology of the Integumentary System and Senses   **6.0 Quarter Credits**
This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-counter medications, vitamins, and skin-care products are discussed in this module. Medications for the integumentary system are covered, along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication, and food and drug interactions. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

Module E – Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System   **6.0 Quarter Credits**
In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportions in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and musculoskeletal systems are covered, along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics, and drugs for NSAID. Use of computers in the pharmacy practice setting is covered. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

Module F – Aspects of Hospital Pharmacy & Pharmacology of the Urinary and Reproductive System
      6.0 Quarter Credits
This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the urinary and reproductive systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific state requirements regulating the use of pharmacy technicians in various states. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV piggybacks, and the use of a heparin lock. Critical care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

Module G – Home Health Care, Pharmacy Operations & Pharmacology of the Cardiovascular, Circulatory & Skeletal System   **6.0 Quarter Credits**
This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/ePharmacy, and long-term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory, and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory, and skeletal systems and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite None. Lecture Hours 40. Lab Hours 40.

Module X – Clinical Externship   **6.0 Quarter Credits**

This 200-hour module is designed to provide the student with supervised, practical, hands-on, and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Prerequisite None. Lecture Hours 0. Lab Hours 0. Externship Hours 200.

QUARTER-BASED PROGRAMS

ACCOUNTING
Associate of Science Degree program
Dallas campus
24 months – 96 credit units

Accounting is the language of business and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting.

Course Code		Course Title	Quarter Credits
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
CGS	2060C	Computer Applications	4.0
SLS	1321	Career Skills & Portfolio Development	2.0
Associate's students choose 8 credits from the following:			
LIS	2004	Introduction to Internet Research	2.0
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
MTB	1103	Business Math	4.0
OST	1149L	Keyboarding	2.0
CGS	2573C	Applied Spreadsheets	4.0
		TOTAL QUARTER CREDIT HOURS	**18.0**
MAJOR CORE REQUIREMENTS			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
APA	2161	Introduction to Managerial Accounting	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
APA	2141	Computerized Accounting	4.0
ACO	1806	Payroll Accounting	4.0
ACG	2551	Non-Profit Accounting	4.0
TAX	2000	Tax Accounting	4.0
MAN	1030	Introduction to Business	4.0
BUL	2131	Applied Business Law	4.0
Choose two courses from the following:			
CGS	2573C	Applied Spreadsheets	4.0
FIN	1103	Finance	4.0
ACG	2178	Financial Statement Analysis	4.0
MAN	2021	Principles of Management	4.0
		TOTAL QUARTER CREDIT HOURS	**48.0**
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications*	4.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
		TOTAL QUARTER CREDIT HOURS	**30.0**
		TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION	**96.0**

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication

BUSINESS

Associate of Science Program
Fort Worth South campus
24 months – 96 credit units

The Associate of Science in Business program is offered to students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas such as accounting, general business, management, marketing, human resources, computer applications, ethics, project management and business law. In addition students will serve an internship in order to directly apply the learned competencies in a functioning business environment. All courses are developed to engage the student with active, project-based learning including active use of technology and community resources where appropriate. The Associate's program actively incorporates key skills, practices and applications needed in the workplace and sought by employers. In addition to the interpersonal communication's course, most course activities will encourage students to work in groups and give presentations in the campus classroom setting, Students will find their curriculum is organized to sequence the appropriate courses and prerequisites towards their Associates degree and goals of a career in business. The Associate's program prepares students for entry-level careers in fields such as business administration, marketing, human resources, operations, accounting and sales.

Course Code		Course Title	Quarter Credits
COLLEGE CORE REQUIREMENTS			
CGS	2060C	Computer Applications	4.0
SLS	1321	Career Skills & Portfolio Development	2.0
SLSP	1103	Strategy & Critical Thinking	2.0
OST	2335	Business Communications	4.0
		Total College Core Requirements	**12.0**
MAJOR CORE REQUIREMENTS			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
BUL	2131	Applied Business Law	4.0
FIN	1103	Finance	4.0
GEBP	2430	Business Ethics: Main St to Wall St	4.0
MAN	1030	Introduction to Business	4.0
MAN	2021	Principles of Management	4.0
MAN	2300	Introduction to Human Resources	4.0
MANP	2582	Introduction to Project Management	4.0
MAN	2727	Strategic Planning for Business	4.0
MAR	1011	Introduction to Marketing	4.0
MAR	2305	Customer Relations & Servicing	4.0
SBM	2000	Small Business Management	4.0
MAN	2946	Business Internship *	4.0
		Total Major Core Requirements	**56.0**
GENERAL EDUCATION REQUIREMENTS			
ECOP	1021	General Economics	4.0
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
EVS	1001	Environmental Science	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPCP	2300	Fundamentals of Interpersonal Communication	4.0
		Total General Education Requirements	**28.0**
		TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION	**96.0**

*Online students will take MAR 2720 Marketing on the Internet

BUSINESS ADMINISTRATION
Associate of Applied Science Program
Arlington and Dallas campuses
24 months – 96 credit units

The core of business courses provides a thorough study of the structure, function, and procedures of standard business operations. The Business Administration program prepares the student for entry-level positions, which may lead to office or departmental management.

Course Code	Course Title	Quarter Credits
COLLEGE CORE REQUIREMENTS		
CGS 2573C	Applied Spreadsheets	4.0
CGS 2060C	Computer Applications	4.0
OST 1149L	Keyboarding	2.0
	Total College Core Requirements	**10.0**
MAJOR CORE REQUIREMENTS		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
APA 2161	Introduction to Managerial Accounting	4.0
ACG 2021	Introduction to Corporate Accounting	4.0
BUL 2131	Applied Business Law	4.0
FIN 1103	Introduction to Finance	4.0
MAN 1030	Introduction to Business	4.0
MAN 2021	Principles of Management	4.0
MAN 2300	Introduction to Human Resources	4.0
SBM 2000	Small Business Management	4.0
MAR 1011	Introduction to Marketing	4.0
MAR 2305	Customer Relations and Servicing	4.0
MAN 2727	Strategic Planning for Business	4.0
BCC 2456	Business Capstone Course	6.0
	Total Major Core Requirements	**58.0**
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
PHI 2100	Critical Thinking	4.0
PSY 2012	General Psychology	4.0
SPC 2017	Oral Communications*	4.0
EVS 1001	Environmental Science	4.0
	Total General Education Requirements	**28.0**
	TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION	**96.0**

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication

PARALEGAL

Associate of Applied Science Program
Dallas Campus
24 months – 96 credit units

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

Course Code		Course Title	Quarter Credits
COLLEGE CORE REQUIREMENTS			
CGS	2060C	Computer Applications	4.0
CGS	2501C	Applied Word Processing	4.0
BUL	2131	Applied Business Law	4.0
		Total College Core Requirements	**12.0**
MAJOR CORE REQUIREMENTS			
PLA	1003	Introduction to Paralegal	4.0
PLA	2363	Criminal Procedure and the Constitution	4.0
PLA	1105	Legal Research and Writing I	4.0
PLA	2106	Legal Research and Writing II	4.0
PLA	2273	Torts	4.0
PLA	2201	Civil Litigation I	4.0
PLA	2423	Contract Law	4.0
PLA	2600	Wills, Trusts, and Probate	4.0
PLA	2800	Family Law	4.0
PLA	2763	Law Office Management	4.0
PLA	2203	Civil Procedure	4.0
PLA	2460	Bankruptcy	4.0
PLA	2610	Real Estate Law	4.0
PLA	2456	Paralegal Capstone Course	4.0
		Total Major Core Requirements	**56.0**
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	Oral Communications	4.0
SYG	2001	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
PHI	2100	Critical Thinking	4.0
		Total General Education Requirements	**28.0**
		TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION	**96.0**

CRIMINAL JUSTICE

Associate of Science Program
Fort Worth South campus
24 months – 96 credit units

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, law enforcement, and/or security.

Course Code		Course Title	Quarter Credits
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills & Portfolio Development	2.0
CGS	2060C	Computer Applications	4.0
		Total College Core Requirements	**10.0**
MAJOR CORE REQUIREMENTS			
CCJ	2501	Juvenile Justice	4.0
CCJ	1017	Criminology	4.0
CCJ	1020	Introduction to Criminal Justice	4.0
CJL	2130	Criminal Evidence	4.0
CJL	2134	Criminal Procedure and the Constitution	4.0
CJE	1600	Criminal Investigations	4.0
CCJ	2358	Criminal Justice Communications	4.0
CJC	2000	Introduction to Corrections	4.0
CJE	2580	Introduction to Interviews and Interrogations	4.0
DSC	2002	Introduction to Terrorism	4.0
CCJ	2929	Criminal Justice Capstone Project	4.0
The students will take 8.0 credits from following courses:			
CJE	2100	Policing in America	4.0
CCJ	2288	Spanish for the Criminal Justice Professional *	4.0
CCJ	2679	Introduction to Victims Advocacy	4.0
CCJ	2943	Current Issues in Criminal Justice	4.0
CJE	2670	Introduction to Forensics	4.0
CCJ	1910	Career Choices in Criminal Justice	4.0
		Total Major Core Requirements	**52.0**
GENERAL EDUCATION REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	Oral Communications **	4.0
SYG	2000	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
		Total General Education Requirements	**34.0**
		TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION	**96.0**

*Spanish for the Criminal Justice Professional is not available for online students
**Online students will take SPCP2300 Fundamentals of Interpersonal Communication

CRIMINAL JUSTICE

Associate of Applied Science Program
Arlington & Dallas campuses
24 months – 96 credit units

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in corrections, immigration, law enforcement, and/or security. This is not a training program for law enforcement officers.

Course Code	Course Title	Quarter Credits	
COLLEGE CORE REQUIREMENTS			
BUL 2131	Applied Business Law	4.0	
CGS 2060C	Computer Applications	4.0	
MAN 1030	Introduction to Business	4.0	
MAN 2021	Principles of Management	4.0	
MAR 2305	Customer Relations and Servicing	4.0	
OST 1149L	Keyboarding	2.0	
	Total College Core Requirements		**22.0**
MAJOR CORE REQUIREMENTS			
CCJ 1017	Criminology	4.0	
CCJ 1020	Introduction to Criminal Justice	4.0	
CJL 2130	Criminal Evidence	4.0	
CJL 2132	Criminal Procedures	4.0	
CJE 2600	Criminal Investigation and Police Procedures	4.0	
CCJ 2252	Constitutional Law for the Criminal Justice Professional	4.0	
CJC 2000	Introduction to Corrections	4.0	
CCJ 2358	Criminal Justice Communications	4.0	
CCJ 2501	Juvenile Justice	4.0	
CJT 2940	Criminal Justice Externship	6.0	
CCJ 2943	Current Issues in Criminal Justice	4.0	
PLA 1023	Legal Ethics and Social Responsibility	4.0	
	Total Major Core Requirements		**50.0**
GENERAL EDUCATION REQUIREMENTS			
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
MAT 1033	College Algebra	4.0	
PHI 2100	Critical Thinking	4.0	
PSY 2012	General Psychology	4.0	
SPC 2017	Oral Communications*	4.0	
	Total General Education Requirements		**24.0**
	TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION		**96.0**

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication

COURSE DESCRIPTION – QUARTER-BASED PROGRAMS

Course Numbering System

This institution uses the following course numbering system:

- Lower division (first and second year) courses 1000-2999

Students enrolled in associate degree programs take courses in the lower division. The letters that must accompany the numbering system normally refer to the course subject matter, such as MAN = management and FIN = finance. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

ACG 2021 Introduction to Corporate Accounting	**4.0 Quarter Credits**
This course defines financial accounting objectives and their relationship to business. Students learn about the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisites: APA 2121. Lecture Hours 40. Lab Hours 0.	
ACG 2178 Financial Statement Analysis	**4.0 Quarter Credits**
This course provides a practical application of financial statement analysis used in decision making. Students will explore the annual report, develop financial analytical skills, and evaluate the operational performance of a company. Prerequisite: ACG 2021 or APA 2121. Lecture Hours 40. Lab Hours. 0.	
ACG 2551 Non-Profit Accounting	**4.0 Quarter Credits**
In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite ACG 2021. Lecture Hours 40. Lab Hours 0.	
ACO 1806 Payroll Accounting	**4.0 Quarter Credits**
This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lecture Hours 30. Lab Hours 20.	
AML 2000 Introduction to American Literature	**4.0 Quarter Credits**
This course concentrates on the major writers of Modern American literature. Prerequisites: None. Lecture Hours. 40. Lab Hours 0.	
APA 2111 Principles of Accounting I	**4.0 Quarter Credits**
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Prerequisite: None. Lecture. Hours 40. Lab Hours 0.	
APA 2121 Principles of Accounting II	**4.0 Quarter Credits**
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing. Prerequisite: APA 2111. Lecture. Hours 40. Lab Hours 0.	
APA 2141 Computerized Accounting	**4.0 Quarter Credits**
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lecture Hours 30. Lab Hours 20.	
APA 2161 Introduction to Managerial Accounting	**4.0 Quarter Credits**
This course examines managerial accounting concepts. Topics include: cost behavior, job order costing, process costing, standard cost systems, variable and absorption costing methods, budgeting, cost-volume-profit analysis, and capital investment decisions. Prerequisite: APA 2121. Lecture. Hours 40. Lab Hours 0.	
BCC 2456 Business Capstone Course	**6.0 Quarter Credits**
This course is designed to help students focus on business success skills. Students will apply business skills in hypothetical scenarios (capstone simulations), will create their resume, and do research about business. The course will enhance the student's oral and written communications skills. The course includes presentations and discussions by students, possible guest lectures, and will culminate in the presentation of research findings by the students. Prerequisite: May be taken only in the last term of attendance. Lecture. Hours 60. Lab Hours 0.	
BUL 2131 Applied Business Law	**4.0 Quarter Credits**
This course provides students with essential information specific to the nature of law and the functions of the judicial system within a business environment. Students will examine and review the legal characteristics of sole proprietorships, partnerships, and corporations. Prerequisite: None. Lecture. Hours 40. Lab Hours 0.	

CCJ 1017 Criminology	4.0 Quarter Credits

The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Prerequisite: None. Lecture. Hours 40. Lab Hours 0.

CCJ 1020 Introduction to Criminal Justice	4.0 Quarter Credits

This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

CCJ 1910 Career Choices in Criminal Justice	4.0 Quarter Credits

This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1020. Lecture. Hours 40. Lab Hours 0.

CCJ 2252 Constitutional Law for the Criminal Justice Professional	4.0 Quarter Credits

This course examines the United States Constitution and its implication for criminal justice system policies and practices. Prerequisite: CCJ 1020. Lecture. Hours 40. Lab Hours 0.

CCJ 2288 Spanish for the Criminal Justice Professional	4.0 Quarter Credits

This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Prerequisite: None. Lecture. Hours 40. Lab Hours 0.

CCJ 2358 Criminal Justice Communications	4.0 Quarter Credits

This course prepares students, through instruction and practice, to properly prepare written reports, common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to the proper report format, content, and presentation. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

CCJ 2501 Juvenile Justice	4.0 Quarter Credits

Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1020. Lecture Hours 40. Lab Hours 0.

CCJ 2679 Introduction to Victims Advocacy	4.0 Quarter Credits

This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1020. Lecture Hours 40. Lab Hours 0.

CCJ 2929 Criminal Justice Capstone Project	4.0 Quarter Credits

This Criminal Justice Capstone course provides an opportunity for students to merge the knowledge and experiences from their previous classes. The students will demonstrate their knowledge of the theory and practical application of the components of the Criminal Justice system through written assignments, group work, class presentations, and role playing scenarios. Prerequisite: Last (2) quarters of the student's program. Lecture Hours 40. Lab Hours 0.

CCJ 2943 Current Issues in Criminal Justice	4.0 Quarter Credits

This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1020. Lecture Hours 40. Lab Hours. 0.

CGS 2060C Computer Applications	4.0 Quarter Credits

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisite: None. Lecture Hours 30. Lab Hours 20.

CGS 2501C Applied Word Processing	4.0 Quarter Credits

This course expands students learning of word processing software. Students will explore the program and practice creating documents for academic and business settings. Emphasis will be placed on using and creating templates, developing documents, building forms, properly formatting documents such as letters and memorandums, and integrating document collaboration techniques. Additionally, hands-on applications will be learned to prepare students to use word processing software as a marketable skill in a work environment. Prerequisite: CGS 2060C. Lecture Hours 30. Lab Hours 20.

CGS 2573C Applied Spreadsheets	4.0 Quarter Credits

This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2060C. Lecture Hours 30. Lab Hours 20.

CJC 2000 Introduction to Corrections	**4.0 Quarter Credits**

This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

CJE 1600 Criminal Investigations	**4.0 Quarter Credits**

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

CJE 2100 Policing in America	**4.0 Quarter Credits**

This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1020. Lecture Hours 40. Lab Hours 0.

CJE 2580 Introduction to Interviews and Interrogations	**4.0 Quarter Credits**

Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Prerequisite: None. Lecture Hours 40 Lab Hours 0.

CJE 2600 Criminal Investigation and Police Procedures	**4.0 Quarter Credits**

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ 1020. Lecture Hours. 40. Lab Hours 0.

CJE 2670 Introduction to Forensics	**4.0 Quarter Credits**

This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1020. Lecture. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 2130 Criminal Evidence	**4.0 Quarter Credits**

This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, and recorded. Prerequisite: CCJ1020. Lecture Hours 40. Lab Hours 0.

CJL 2132 Criminal Procedures	**4.0 Quarter Credits**

This course focuses on the constitutional provisions affecting the criminal process and the Texas Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ 1020. Lecture Hours 40. Lab Hours 0.

CJL 2134 Criminal Procedure and the Constitution	**4.0 Quarter Credits**

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

CJT 2940 Criminal Justice Externship	**6.0 Quarter Credits**

This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. The lecture portion of the course will assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisites: Students must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lecture Hours 20. Lab Hours 0. Other Hours 120.

DEP 2000 Developmental Psychology	**4.0 Quarter Credits**

This course will explore the physical, cognitive and social- emotional processes across the life span. Readings and lecture will focus on how individuals and defined classes develop psychologically. Key emphasis will focus on the behaviors at various ages and stages of development and the influence of family, culture, and spiritual considerations in human development and transition. Prerequisite: None. Lecture Hours 40. Other Lab Hours 0.

DSC 2002 Introduction to Terrorism	**4.0 Quarter Credits**

Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

| **ECOP 1021 General Economics** | **4.0 Quarter Credits** |

This course serves as an introduction to the principles of macro and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

| **ENC 1101 Composition I** | **4.0 Quarter Credits** |

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None. Lecture. Hours 40. Lab Hours 0.

| **ENC 1102 Composition II** | **4.0 Quarter Credits** |

This course builds on the writing process and rhetorical strategies, including argumentative rhetoric, while devoting attention to critical thinking, and documentation of research and resources. Students will use a variety of research approaches and rhetorical strategies to compose an essay and other written communications. Prerequisite: ENC 1101. Lecture Hours 40. Lab Hours 0.

| **EVS 1001 Environmental Science** | **4.0 Quarter Credits** |

This course covers environmental issues and illustrates the importance of environmental science in students' daily lives. The relationship between humans and the environment is explored to demonstrate to students their role in the state of the environment. Environmental issues such as invasive species, climate change, pollution, and corrective actions will be studied. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

| **FIN 1103 Introduction to Finance** | **4.0 Quarter Credits** |

The Introduction to Finance course explores the significant principles involved in personal finance and the manner in which finance is connected to decision-making throughout life. The real-world applicability and career-impacting decisions of personal and business finance will be explored. Specific concepts related to financial planning will be introduced, including; insurance, banking, credit, and investments. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

| **GEBP 2430 Business Ethics: Main St to Wall St** | **4.0 Quarter Credits** |

This course is a survey of different origins of ethics and value systems and their influence on business and cultural development. Comparison of different ethical values and their probable impact in American business will be explored. Students will also explore the different models of ethical decision making, the role of personal integrity and the need for a personal system of moral and ethical values in their professional careers. Prerequisites: None. Lecture Hours 40. Lab Hours 0.

| **LIS 2004 Introduction to Internet Research** | **2.0 Quarter Credits** |

This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisite: None. Lecture Hours 10. Lab Hours 20.

| **MAN 1030 Introduction to Business** | **4.0 Quarter Credits** |

The Introduction to Business course is designed to introduce the terminology, functions, and procedures related to the organization and operation of a business enterprise in an economic-driven and technologically-evolving society. The foundation of business is explored with real-world applicability and career-focused emphasis given to business ethics and social responsibility, management and the organization, and human resources. Additionally, an overview of business ownership, marketing, social media, information management, accounting and financial principles are introduced to build a foundation of business knowledge. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

| **MAN 2021 Principles of Management** | **4.0 Quarter Credits** |

The Principles of Management course provides an overview of the four functions of management, with an emphasis on real-world situations and current events. Upon completion of this course, students will understand and apply management fundamentals across several different industries. Specific attention is paid throughout the course to career readiness. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

| **MAN 2031 Let's Talk Business** | **2.0 Quarter Credits** |

This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None. Lecture Hours: 020. Lab Hours 0.

| **MAN 2300 Introduction to Human Resources** | **4.0 Quarter Credits** |

This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

| **MAN 2727 Strategic Planning for Business** | **4.0 Quarter Credits** |
This Strategic Planning for Business course focuses on the exploration of the elements of a successful organization including an analysis of the internal environment, processes, external environment, and strategic decision making. Emphasis will be placed on management decisions and actions, strategic considerations, organizational structure and design, marketing and sales of tangible goods and/or services. The impact of the micro/macro external environments will also be analyzed and evaluated. Prerequisites: APA 2121. Lecture Hours 40. Lab Hours 0.

| **MAN 2946 Business Internship** | **4.0 Quarter Credits** |
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a business or other suitable location. Prerequisites: At least 80 credits of program completed. Lecture Hours 10. Lab Hours 0. Other Hours 110.

| **MANP 2582 Introduction to Project Management** | **4.0 Quarter Credits** |
This course is an introduction to the discipline of project management. Topics include an overview of its evolution, its various processes and principles, tools and techniques and project life cycle. Students will also be introduced to project management software. Prerequisite: None. Lecture Hours 30. Lab Hours 20.

| **MAR 1011 Introduction to Marketing** | **4.0 Quarter Credits** |
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

| **MAR 2305 Customer Relations and Servicing** | **4.0 Quarter Credits** |
Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

| **MAR 2720 Marketing on the Internet** | **4.0 Quarter Credits** |
A study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet. Prerequisite: MAR 1011. Lecture Hours 30. Lab Hours 20.

| **MAT 1033 College Algebra** | **4.0 Quarter Credits** |
This course addresses the algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

| **MCB 1000L Microbiology Laboratory** | **2.0 Quarter Credits** |
This course provides the fundamental concepts of microbiology and its relationship to the fields of medicine, industry and agriculture through a lab experience. This includes the study of viruses, bacterial pathogens and fungi. Prerequisite: None. Co-requisite: MCB 2000. Lecture Hours 0. Lab Hours 40.

| **MTB 1103 Business Math** | **4.0 Quarter Credits** |
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

| **OST 1149L Keyboarding** | **2.0 Quarter Credits** |
Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lecture Hours 0. Lab Hours 40.

| **OST 2335 Business Communications** | **4.0 Quarter Credits** |
Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC1102. Lecture Hours 40. Lab Hours 0.

| **PHI 2100 Critical Thinking** | **4.0 Quarter Credits** |
This course introduces the students to the concepts of critical thinking. Topics covered include problem solving, perceptions, truths, language, thoughts, concepts, judging, and arguments. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

| **PLA 1003 Introduction to Paralegal** | **4.0 Quarter Credits** |
This course introduces students to the paralegal's role and responsibilities, and the nature of a career as a legal assistant. Legal pre-trial and trial procedures and tasks are presented in a real-world context with a basic introduction to necessary skills, such as legal research and writing, technology in the law, and specific paralegal tasks in the context of litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, sources of law, and the legal system. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

PLA 1023 Legal Ethics and Social Responsibility	4.0 Quarter Credits

This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

PLA 1700 Legal Ethics and Social Responsibility	4.0 Quarter Credits

This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law, relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, and competence. The student is focused on the recognition of the ethical standards and their repercussions in an experiential paralegal practice setting. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

PLA 1105 Legal Research and Writing I	4.0 Quarter Credits

This course covers the basics of legal research, legal writing, and legal analysis for the paralegal. Students learn to use a law library and computer based law library services, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use primary, secondary, legal research sources to solve legal problems in an experiential paralegal practice setting. Prerequisite: PLA 1003. Lecture Hours 30. Lab Hours 20.

PLA 2106 Legal Research and Writing II	4.0 Quarter Credits

Within an experiential setting, this course covers advanced aspects of legal research, legal writing, and legal analysis for the paralegal, with emphasis on legal writing and analysis of complex issues. The proper communication of legal concepts within a paralegal practice is emphasized. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write objective and persuasive legal documents including a law office research memorandum, memorandum of law and legal correspondence. Students also develop skills in fee-based computer-assisted legal research such as Westlaw and Lexis, as well as free Internet legal resources. Prerequisite: PLA1105 Lecture Hours 30. Lab Hours 20.

PLA 2201 Civil Litigation I	4.0 Quarter Credits

This course provides the student with an introduction and overview to the civil litigation process, starting from the initial client interview, setting up a client file, overview of the laws governing civil procedure, drafting of pleadings, review of evidence, interviewing and investigation through the initial discovery process. Prerequisite: PLA 1003. Lecture Hours 40. Lab Hours 0.

PLA 2203 Civil Procedure	4.0 Quarter Credits

This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Fundamental litigation practices are discussed. Prerequisite: PLA 1003. Lecture Hours 40. Lab Hours 0.

PLA 2273 Torts	4.0 Quarter Credits

This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

PLA 2363 Criminal Procedure and the Constitution	4.0 Quarter Credits

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: PLA 1003. Lecture Hours 40. Lab Hours 0.

PLA 2423 Contract Law	4.0 Quarter Credits

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA1003 Lecture Hours 40. Lab Hours 0.

PLA 2433 Business Organization	4.0 Quarter Credits

This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

PLA 2456 Paralegal Capstone Course   **4.0 Quarter Credits**

This course, available only during students' final quarter, simulates the law office environment and is designed to equip students for transition from matriculation to legal employment. Focus is placed on the assembly of court and client documents using word processing application software. Documents are prepared in the areas of various areas of law practice including federal and state civil litigation, discovery, appellate, family law, criminal law, contracts, probate, and business associations. These documents comprise the student portfolio presented for final evaluation. Prerequisite: CGS 2060C, CGS 2501, PLA 1105, PLA 2106. Lecture Hours 40. Lab Hours 0.

PLA 2460 Bankruptcy   **4.0 Quarter Credits**

Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

PLA 2483 Introduction to Administrative Law   **4.0 Quarter Credits**

This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

PLA 2600 Wills, Trusts, and Probate   **4.0 Quarter Credits**

This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

PLA 2610 Real Estate Law   **4.0 Quarter Credits**

This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

PLA 2631 Environmental Law   **4.0 Quarter Credits**

This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

PLA 2763 Law Office Management   **4.0 Quarter Credits**

This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lecture Hours 40. Lab Hours 0.

PLA 2800 Family Law   **4.0 Quarter Credits**

This course will instruct students in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None. Lecture Hours 40. Lab Hours 0.

PLA 2930 Contemporary Issues and Law   **4.0 Quarter Credits**

This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lecture Hours 40. Lab Hours 0.

PSY 2012 General Psychology   **4.0 Quarter Credits**

This course covers the fundamental theories and principles of human psychology with an emphasis on applying the concepts to life and work in order to promote effective critical thinking and learning, understanding of emotions and motivations, positive social and workplace interactions, and the importance of the roles played by the unconscious and subconscious minds. Beginning with the historical foundations of psychology, students will study the groundwork for more contemporary perspectives. Study of the brain and its developmental stages, cognitive, motivational, and emotional functions, as well as disorders and their treatment provide a holistic investigation of the human mind as we know it. Prerequisite: None. Lecture. Hours 40. Lab Hours 0.

SBM 2000 Small Business Management	**4.0 Quarter Credits**
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: None. Lecture Hours 40. Lab Hours 0.	

SLS 1105 Strategies for Success	**4.0 Quarter Credits**
This course is designed to equip students with tools and techniques for reaching their goals. The course includes an introduction to the college and its resources and provides insights to the thinking process and how it affects actions. Students will be actively involved in learning how to unlock their potential as they embark on their educational journey. Prerequisite: None. Lecture Hours 40. Lab Hours 0.	

SLS 1321 Career Skills & Portfolio Development	**2.0 Quarter Credits**
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lecture Hours 20. Lab Hours 0.	

SLS 1505 Basic Critical Thinking	**2.0 Quarter Credits**
This course introduces the students to the concepts of critical thinking. Topics covered include self-critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lecture Hours 20. Lab Hours. 0.	

SLSP 1103 Strategy & Critical Thinking	**2.0 Quarter Credits**
This course lays a foundation for a student's transition into higher education and future endeavors. The course includes an introduction to the school, study skills, time management techniques, and life proficiencies. Topics covered include the levels of thinking and the development of ethical and decisive thought. Prerequisite: None. Lecture Hours 20 Lab Hours 0.	

SPC 2017 Oral Communications	**4.0 Quarter Credits**
This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Prerequisite: None. Lecture Hours 40. Lab Hours 0.	

SPCP 2300 Fundamentals of Interpersonal Communication	**4.0 Quarter Credits**
The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. Prerequisite: None. Lecture Hours 40. Lab Hours 0.	

SYG 2001 Principles of Sociology	**4.0 Quarter Credits**
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lecture Hours 40. Lab Hours 0.	

TAX 2000 Tax Accounting	**4.0 Quarter Credits**
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None. Lecture Hours 30. Lab Hours 20.	

ZENITH EDUCATION GROUP

The following schools are owned by Zenith Education Group:	
Everest College • Arlington (Mid Cities), TX • Atlanta West, GA • Chesapeake, VA • Colorado Springs, CO • Dallas, TX* • Everett, WA • Fort Worth South, TX • Henderson, NV • Springfield, MO* • Tacoma, WA • Thornton, CO • Woodbridge, VA	**Everest Institute** • Austin, TX • Gahanna, OH • Houston (Bissonnet), TX • Houston (Hobby), TX • Norcross, GA • San Antonio, TX • Southfield, MI • South Plainfield, NJ • Tigard, OR
Everest University • Brandon, FL* • Jacksonville, FL* • Melbourne, FL* • Orange Park, FL • Pompano Beach, FL* • South Orlando, FL* • Tampa, FL	**WyoTech** • Blairsville, PA • Daytona Beach, FL • Laramie, WY

*School in teach out

STATEMENT OF OWNERSHIP

This campus is owned and operated by Zenith Education Group, Inc. (Zenith), a Delaware nonprofit corporation. Zenith's sole member is ECMC Group, Inc., a Delaware nonprofit corporation. Corporate offices for Zenith and ECMC Group are located at:

111 Washington Avenue South
Minneapolis, MN 55401

ECMC Group	
Directors	**Officers**
John DePodesta, Chair	
Gary Cook	Greg Van Guilder, Chief Financial Officer and Treasurer
Roberta Cooper Ramo	Dan Fisher, General Counsel and Corporate Secretary
I. King Jordan	
James McKeon	
Jack O'Connell	
Maurice Salter	
Julia Gouw	
James E. Murray (Emeritus Dir.)	
Robert A. Stein (Emeritus Dir.)	
Zenith Education Group	
Directors	**Officers**
John DePodesta, Chair	Peter Taylor, President and CEO
Gary Cook	Jim Gilbertson, Chief Financial Officer
Roberta Cooper Ramo	Dan Fisher, Secretary
I. King Jordan	Mary Ostrye, SVP & Provost
James McKeon	
Jack O'Connell	
Maurice Salter	
Julia Gouw	
James E. Murray (Emeritus Dir.)	
Robert A. Stein (Emeritus Dir.)	

ADMINISTRATIVE STAFF

ARLINGTON	
Colette Franklin	Campus Director & Academic Dean
Julien Carney	Director of Career Services
Sharetta McKenzie	Director of Student Success

DALLAS	
Chris Peters	Campus President
LaKim Lee	Director of Enrollment Admissions
Jose Ramos	Director of Enrollment Finance
Colette Franklin	Director of Education
Renaldo Williams	Director of Career Services

FORT WORTH SOUTH	
Rhonda Barefoot Evans	Campus Director & Academic Dean
Ijeoma Adams	Director of Student Success
Renaldo Williams	Director of Career Services

CATALOG SUPPLEMENT

See the catalog supplement for information related to the faculty listing.

TUITION AND FEES

DALLAS					
MODULE-BASED PROGRAMS	**PROGRAM LENGTH**	**CREDITS**	**PROGRAM TUITION**	**ESTIMATED BOOKS AND EQUIPMENT**	**TOTAL (ESTIMATED)**
Dental Assistant*	33 Weeks	48	$11,973	$944	$12,917
Medical Administrative Assistant*	33 Weeks	48	$14,502	$2,151	$16,653
Medical Assistant*	41 Weeks	60	$16,428	$2,385	$18,813
Medical Insurance Billing and Coding*	33 Weeks	48	$15,038	$2,059	$17,097
QUARTER BASED PROGRAMS	**PROGRAM LENGTH**	**CREDITS**	**PROGRAM TUITION**	**ESTIMATED BOOKS AND EQUIPMENT**	**TOTAL (ESTIMATED)***
Accounting*	24 months	96	$31,638-$47,424	$5,204	$36,842-$52,628
Business Administration*	24 months	96	$31,638-$47,424	$4,050	$35,688-$51,474
Criminal Justice *	24 months	96	$31,638-$47,424	$4,050	$35,688-$51,474
Paralegal*	24 months	96	$31,638-$47,424	$4,050	$35,688-$51,474
Book Price Effective January 1, 2016 Tuition for linear effective January 11, 2016 Tuition for modular effective February 8, 2016 *Enrollments are no longer accepted in this program					

FT. WORTH SOUTH					
MODULE-BASED PROGRAMS	**PROGRAM LENGTH**	**CREDITS**	**PROGRAM TUITION**	**ESTIMATED BOOKS AND EQUIPMENT**	**TOTAL (ESTIMATED)***
Dental Assistant	33 Weeks	48	$11,547	$1,120	$12,667
Medical Assistant	41 Weeks	60	$12,211	$2,473	$14,684
Medical Insurance Billing and Coding	33 Weeks	48	$10,639	$2,321	$12,960
QUARTER BASED PROGRAMS	**PROGRAM LENGTH**	**CREDITS**	**PROGRAM TUITION**	**ESTIMATED BOOKS AND EQUIPMENT**	**TOTAL (ESTIMATED)***
Business	24 months	96	$31,638-$47,424	$4,050	$35,688-$51,474
Criminal Justice *	24 months	96	$31,638-$47,424	$4,050	$35,688-$51,474
Book Price Effective October 10, 2016 Tuition for linear effective January 11, 2016 Tuition for modular effective February 8, 2016 Total final cost dependent upon enrollment status * Enrollments are no longer accepted in this program					

FLAT TERM RATE TABLE

Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.

NUMBER OF CREDITS ENROLLED IN	CREDIT LOAD	COST PER QUARTER
16 and more	20	$5,273.00
	19	$5,273.00
	18	$5,273.00
	17	$5,273.00
	16	$5,273.00
12-15	15	$4,120.00
	14	$4,120.00
	13	$4,120.00
	12	$4,120.00
8-11	11	$3,955.00
	10	$3,955.00
	9	$3,955.00
	8	$3,955.00
1-7	7	$3,458.00
	6	$2,964.00
	5	$2,470.00
	4	$1,976.00
	3	$1,482.00
	2	$988.00
	1	$494.00

Effective January 11, 2016

Note: For students who are enrolling in school at the mini-term, tuition is $2,472. Thereafter, students are subject to the tiered quarterly tuition rate.

ARLINGTON (MIDCITIES)					
MODULE-BASED PROGRAMS	PROGRAM LENGTH	CREDITS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL (ESTIMATED)*
Dental Assistant	33 Weeks	48	$11,973	$1,118	$13,091
Electrical Technician	36 Weeks	59	$10,285	$1,906	$12,191
Heating, Ventilation and Air Conditioning	36 Weeks	55	$10,724	$2,198	$12,922
Medical Administrative Assistant	33 Weeks	48	$10,865	$2,302	$13,167
Medical Assistant	41 Weeks	60	$12,216	$2,395	$14,611
Medical Insurance Billing and Coding*	33 Weeks	48	$15,038	$2,185	$17,223
Pharmacy Technician	33 Weeks	48	$11,517	$1,215	$12,732
QUARTER BASED PROGRAMS	PROGRAM LENGTH	CREDITS	PROGRAM TUITION	ESTIMATED BOOKS AND EQUIPMENT	TOTAL (ESTIMATED)*
Accounting	24 months	96	$29,664-$47,424	$5,204	$36,868-$52,628
Business Administration	24 months	96	$29,664-$47,424	$4,000	$33,664-$51,424
Criminal Justice*	24 months	96	$29,664-$47,424	$3,500	$33,164-$50,924
Modular Book Price Effective October 10, 2016					
Tuition for linear effective January 11, 2016					
Tuition for modular effective February 8, 2016					
* Enrollments are no longer accepted in this program					

FLAT TERM RATE TABLE

Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.

Associate Programs		
Number of Credits Enrolled In	**Credit Load**	**Cost Per Quarter**
16 or more	20	$4,944.00
	19	$4,944.00
	18	$4,944.00
	17	$4,944.00
	16	$4,944.00
12 - 15	15	$3,708.00
	14	$3,708.00
	13	$3,708.00
	12	$3,708.00
8 - 11	11	$3,543.00
	10	$3,543.00
	9	$3,543.00
	8	$3,543.00
Less than 8	7	$3,458.00
	6	$2,964.00
	5	$2,470.00
	4	$1,976.00
	3	$1,482.00
	2	$988.00
	1	$494.00

Effective January 11, 2016

Note: For new students who are enrolling in school at the mini-term, tuition is $2,472. Thereafter, students are subject to the tiered quarterly tuition rate.

All students enrolled or enrolling in a degree program with an academic year start date of February 1, 2016 or later will be assessed a technology fee of $150.00 per academic year. All new students enrolling in a diploma program will be assessed a lab fee of $150 per academic year. Academic years consisting of externship hours only will not be assessed the $150 lab fee.

Estimated Local transportation costs for student driving to classes can be up to about $40-$50 per week.
($.55 x about 81 miles per week) Transportation costs for students using public transportation will vary by location and type.

These modular and Quarter Based tuition tier flat-rate tuition tables only apply to:

1. **New enrolling students.** A new student is defined as a student who has never attended a Zenith Education Group school or has graduated and enrolled in a new program; or

2. **Re-entering students who have withdrawn and are re-entering greater than 180 days from their withdrawal date** (The withdrawn time period is calculated from the student's withdrawal date to the new module or term start date.); or

3. **Re-entering degree students who are re-entering within 180 days**

For re-entering diploma students who have withdrawn and are re-entering within 180 days, the following tuition charges apply:

Same Program (Same / New Program Version):
> Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits / Length of Program):
> Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Different / New Program (Program Change)
> Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

HOURS OF OPERATION

ADMINISTRATIVE HOURS

OFFICE	
Arlington	Monday - Thursday 9:00 a.m. – 7:00 p.m. Friday – 8:00a.m. – 5:00 p.m. *Saturday 9:00 a.m. – 1:00 p.m.
Dallas	Monday - Thursday 9:00 a.m. – 7:00 p.m. Friday 9:00 a.m. – 5:00 p.m. *Saturday 9:00am – 1:00pm
Fort Worth South	Monday - Thursday 9:00a.m. – 7:00 p.m. Friday 9:00 a.m. – 5:00 p.m. *Saturday 9:00 a.m. – 1:00 p.m.
*Only open on selected Saturday's	

SCHEDULES FOR QUARTER–BASED PROGRAMS

Morning	Afternoon	Evening
8:00*–8:50	1:00–1:50	6:00–6:50
9:00–9:50	2:00–2:50	7:00–7:50
10:10–11:00	3:10–4:00	8:10–9:00
11:10–12:00	4:10–5:00	9:10–10:00
12:00–12:50**	5:00–5:50**	10:00–10:50**
Breaks	**Breaks**	**Breaks**
8:50–9:00	1:50–2:00	6:50–7:00
9:50–10:10	2:50–3:10	7:50–8:10
11:00–11:10	4:00–4:10	9:00–9:10

*Dallas classes start at 8:30 a.m. Arlington classes start at 8:00 a.m. **Certain classes meet for five hours per week.

SCHEDULES FOR MODULAR PROGRAMS

Morning	Mid–Morning	Afternoon	Evening
6:00–6:50	10:00–10:50	2:00–2:50	6:00–6:50
7:00–7:50	11:00–11:50	3:00–3:50	7:00–7:50
8:10–9:00	12:10–1:00	4:10–5:00	8:10–9:00
9:10 –10:00	1:10–2:00	5:10–6:00	9:10–10:00
Breaks	**Breaks**	**Breaks**	**Breaks**
6:50–7:00	10:50–11:00	2:50–3:00	6:50–7:00
7:50–8:10	11:50–12:10	3:50–4:10	7:50–8:10
9:00–9:10	1:00–1:10	5:00–5:10	9:00–9:10

SCHEDULES FOR MODULAR PROGRAMS (WEEKEND ONLY)

All Programs SAT –SUN	Breaks:
8:00–8:50	8:50–9:00
9:00–9:50	9:50–10:00
10:00–12:00	12:00–1:10
1:10–1:50	1:50–2:00
2:00–2:50	2:50–3:00
3:00–3:50	3:50–4:00
4:00–4:50	4:50–5:00
5:00–6:00	

ACADEMIC CALENDARS

QUARTER-BASED PROGRAMS

Academic Year 2016 - 2017				
Summer Term Starts		July	11	2016
Summer Term Drop/Add Deadline		July	25	2016
Mini-Term Starts		August	22	2016
Mini-Term Drop/Add Deadline		August	29	2016
Labor Day Holiday		September	5	2016
Summer Term Ends		October	2	2016
Fall Break	From:	October	3	2016
	To:	October	9	2016
Fall Term Start		October	10	2016
Fall Term Drop/Add Deadline		October	24	2016
Mini-Term Starts		November	21	2016
Thanksgiving Day Holiday	From:	November	24	2016
	To:	November	27	2016
Mini-Term Drop/Add Deadline		November	28	2016
Winter Holiday	From:	December	23	2016
	To:	January	2	2017
Classes Resume		January	3	2017
Fall Term Ends		January	8	2017
Winter Term Starts		January	9	2017
M.L. King Jr. Birthday Holiday		January	16	2017
Winter Term Drop/Add Deadline		January	23	2017
Presidents' Day		February	20	2017
Mini-Term Starts		February	21	2017
Mini Term Drop/Add Deadline		February	28	2017
Winter Term Ends		April	2	2017
Spring Vacation	From:	April	3	2017
	To:	April	9	2017
Spring Term Starts		April	10	2017
Spring Term Drop/Add Deadline		April	24	2017
Memorial Day Holiday		May	29	2017
Mini-Term Starts		May	22	2017
Mini Term Drop/Add Deadline		May	30	2017
Spring Term Ends		July	2	2017
Independence Day Holiday		July	4	2017
Summer Vacation	From:	July	3	2017
	To:	July	9	2017

Academic Year 2017 - 2018				
Summer Term Starts		July	10	2017
Summer Term Add/Drop Deadline **6 Week 1 Courses**		July	16	2017
Summer Term Add/Drop Deadline **12 Week Courses**		July	23	2017
Mini-Term Starts		August	21	2017
Mini-Term Add/Drop Deadline		August	27	2017
Labor Day Holiday		September	4	2017
Summer Term Ends		October	1	2017
Fall Break	From:	October	2	2017
	To:	October	8	2017
Fall Term Start		October	9	2017
Fall Term Add/Drop Deadline **6 Week 1 Courses**		October	15	2017
Fall Term Add/Drop Deadline **12 Week Courses**		October	22	2017
Mini-Term Starts		November	20	2017
Thanksgiving Day Holiday	From:	November	23	2017
	To:	November	26	2017
Mini-Term Add/Drop Deadline **6 Week 1 Courses**		November	30	2017
Winter Holiday	From:	December	23	2017
	To:	January	1	2018
Classes Resume		January	2	2018
Fall Term Ends		January	7	2018
Winter Term Starts		January	8	2018
Winter Term Add/Drop Deadline **6 Week 1 Courses**		January	14	2018
M.L. King Jr. Birthday Holiday		January	15	2018
Winter Term Add/Drop Deadline **12 Week Courses**		January	22	2018
Presidents' Day		February	19	2018
Mini-Term Starts		February	20	2018
Mini Term Add/Drop Deadline		February	26	2018
Winter Term Ends		April	1	2018
Spring Vacation	From:	April	2	2018
	To:	April	8	2018
Spring Term Starts		April	9	2018
Spring Term Add/Drop Deadline **6 Week 1 Courses**		April	15	2018
Spring Term Add/Drop Deadline **12 Week Courses**		April	22	2018
Mini-Term Starts		May	21	2018
Mini Term Add/Drop Deadline		May	27	2018
Memorial Day Holiday		May	28	2018
Spring Term Ends		July	1	2018
Independence Day Holiday		July	4	2018
Summer Vacation	From:	July	2	2018
	To:	July	8	2018

MODULAR PROGRAMS

ALL CAMPUSES

Dental Assistant, Electrician Technician, Massage Therapy, Heating, Ventilation and Air Conditioning, Medical Administrative Assistant, Medical Assistant, Medical Insurance Billing and Coding, Pharmacy Technician Mod All Shifts 2017 -2018	
Start Date	**End Date**
1/9/2017	2/3/2017
2/6/2017	3/3/2017
3/6/2017	3/31/2017
4/10/2017	5/5/2017
5/8/2017	6/2/2017
6/5/2017	6/30/2017
7/10/2017	8/4/2017
8/7/2017	9/1/2017
9/5/2017	9/29/2017
10/9/2017	11/3/2017
11/6/2017	12/1/2017
12/4/2017	1/5/2018
1/8/2018	2/2/2018
2/5/2018	3/2/2018
3/5/2018	3/30/2018
4/9/2018	5/4/2018
5/7/2018	6/1/2018
6/4/2018	6/29/2018
7/9/2018	8/3/2018
8/6/2018	8/31/2018
9/4/2018	9/28/2018
10/8/2018	11/2/2018
11/5/2018	11/30/2018
12/3/2018	1/4/2019

Holiday/Student Breaks 2017-2018		
Holiday/Student Break	**Start Date**	**End Date**
Martin Luther King Day	1/16/2017	1/16/2017
Presidents Day	2/20/2017	2/20/2017
Student Break*	4/1/2017	4/9/2017
Memorial Day	5/29/2017	5/29/2017
Student Break*	7/1/2017	7/9/2017
Student Break*	9/30/2017	10/8/2017
Thanksgiving Holiday	11/23/2017	11/24/2017
Christmas Break	12/25/2017	1/1/2018
Martin Luther King Day	1/15/2018	1/15/2018
Presidents Day	2/19/2018	2/19/2018
Memorial Day	5/28/2018	5/28/2018
Thanksgiving Holiday	11/22/2018	11/23/2018
Christmas Day	12/24/2018	1/1/2019
*Catalog Only		

DALLAS ONLY

Medical Insurance Billing and Coding, Medical Assistant, Medical Administrative Assistant Weekend 2016 - 2017	
Start Dates	**End Dates**
12/3/2016	1/8/2017

Holiday and Student Break Weekend 2016 - 2017		
Holiday/Student Break	**Start Dates**	**End Dates**
Christmas Break	12/19/2016	1/6/2017

Heating, Ventilation and Air Conditioning, Electrical Technician, Medical Administrative Assistant, Medical Assistant, Pharmacy Technician, Dental Assistant Mod Early Morning, Morning, Afternoon and Night 2016-2017	
Start Dates	**End Dates**
12/21/2016	1/25/2017
1/26/2017	2/23/2017
2/24/2017	3/23/2017
3/27/2017	4/21/2017
4/24/2017	5/19/2017

Holiday and Student Break 2016 - 2017		
Holiday/Student Break	**Start Dates**	**End Dates**
Christmas Break	12/23/2016	1/1/2017

Medical Assistant, Medical Administrative Assistant, Pharmacy Technician, Electrical Technician, Heating, Ventilation and Air-Conditioning Weekend 2016	
Start Dates	**End Dates**
12/3/2016	1/8/2017

Holiday and Student Break Weekend 2016		
Holiday/Student Break	**Start Dates**	**End Dates**
Christmas Break	12/19/2016	1/6/2017

APPENDIX A

Statement on Sexual Misconduct Response and Prevention

<u>Scope</u>
This policy applies to all members of the campus community and includes, but is not exclusive to, faculty, staff, students, campus visitors, volunteers, vendors, and persons related to, receiving or seeking to receive services from the School, or otherwise pursuing diploma, undergraduate, graduate or refresher studies at the School. It also covers alleged acts of sexual misconduct that adversely affect the campus community, whether those acts occur on or off campus.

<u>Definitions</u>
Campus Security Authority - The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses:

Clery Act - is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C.Section 1092(f); 34 C.F.R. Part 668.46

Consent - Is a freely given agreement to engage in a specific sexual act. While the explicit definition of consent varies by jurisdiction, the following general rules apply when assessing whether consent was given. The lack of explicit refusal does not imply consent. When there is use of threat or force by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute consent. The manner of dress of the victim at the time of the offense does not constitute consent. Past consent to sexual contact and/or a sexual history with the accused does not imply consent to future sexual contact. A person who initially consents to sexual contact or penetration may withdraw continued consent at any time during the course of that interaction. Intoxication due to use of alcohol or drugs may impair an individual's capacity to consent freely and may render an individual incapable of giving consent.

Domestic Violence – is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating or has cohabited with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person's acts under the jurisdictional domestic or family violence laws.

Dating violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Rape - is defined as sexual intercourse or penetration by a body part or object, through use of coercion or force, with someone who has not given or is incapable of giving consent.

Sexual contact - is the deliberate touching of a person's intimate body parts (including lips, genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate body parts.

Sexual assault - is defined as physical contact of a sexual nature against the victim's will or without the victim's consent.

Sexual harassment - is unwelcomed sexual advances, requests for sexual favors or other conduct of a sexual nature. Sexual harassment occurs when a student or colleague is the recipient of conduct of a sexual nature where:

(1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student's education or colleague's employment; or (2) Submission to or rejec-tion of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the colleague; or (3) Such conduct has the purpose or effect of unreason-ably interfering with the colleague/student's welfare or professional/academic performance, or creates an intimidating, hostile, offensive or demeaning work/academic environment.

Sexual misconduct - is a broad term encompassing sexual harassment, dating violence, domestic violence, rape, sexual assault, and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

Stalking - is a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear for his/her safety. A person commits stalking by knowingly engaging in a course of conduct directed at a specific person when the person engaging in the conduct knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

Code of Student Conduct- standards of behavior expected of all accepted or enrolled students.

Title IX Coordinator - The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for a student that is free from unlawful sex and gender discrimination in all aspects of the educational experience, including academics and extracurricular activities.

Title IX - refers to the U.S. Department of Education regulation that governs the efforts of educational institutions to maintain a campus free from sex and gender discrimination, including investigating and remediating sexual misconduct by students, colleagues, or third parties.

VAWA Incident – an incident in relation to domestic violence, dating violence, and stalking

Reporting of Crimes
In emergency situations, the person reporting the crime should call 9-1-1 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus Security Authority and the appropriate managers indicated on the Emergency Security Escalation Procedures.

In non-emergency situations, the crime should be reported as soon as possible to the Campus Security Authority, the local law enforcement agency and the appropriate management.
All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus President/Campus Director and Corporate Security department, who shall determine an appropriate response based on the nature of the incident.

Bystanders and witnesses are encouraged to not remain silent, and to take an active role in promoting a positive school environment. Bystanders can help in several different ways, particularly in situations involving dating violence, domestic violence, sexual assault, or stalking, including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling state or local law enforcement.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. Zenith Education Group reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

Options for Reporting and Confidentially Disclosing Sexual Violence
Zenith encourages victims of sexual violence to talk to somebody about what happened, so victims can get the support they need, and so the School can respond appropriately. Different employees on each campus have different abilities to maintain a victim's confidentiality.
  • Some may be required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." These people would include any Professional or Pastoral Counselors, as described below.
  • Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX[1] Coordinator. A report to these employees (called "responsible employees") constitutes a report to the School – and generally obligates the School to investigate the incident and take appropriate steps to address the situation. These employees include the Campus President/Campus Director and the Regional Vice President of Operations.

[1] Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for students that is free from unlawful sex discrimination in all aspects of the educational experience, including academics and extracurricular activities. The Title IX Coordinator for all ZEG institutions is Dr. Robert Boggs or Tinamarie Aguilar, send your concerns to TitleIXquestions@zenith.org. You may also call the Title IX Coordinators directly at 714-825-7385 or 714-825-7249.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The School encourages victims to talk to someone identified in one or more of these groups.

The Options

    A.   Privileged and Confidential Communications

    •   *Professional and Pastoral Counselors* Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission.

A victim who speaks to a professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the School will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the School or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

NOTE: While these professional counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

ALSO NOTE: If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the campus community, the CSA may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

B. Reporting to Responsible Employees

A "responsible employee" is a School employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.
When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the School to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator and Corporate Security Department all relevant details about the alleged sexual violence shared by the victim and that the School will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the School's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

The Campus President/Campus Director is the School's responsible employee.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to the Title IX Coordinator and Security department, the responsible employee will also inform the Title IX Coordinator and Security department of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

Requesting Confidentiality From the School: How the School Will Weigh the Request and Respond
If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the School honors the request for confidentiality, a victim must understand that the School's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the School may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The School has designated the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will work with the Corporate Security department to consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - o whether there have been other sexual violence complaints about the same alleged perpetrator;
  - o whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - o whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - o whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the School possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the School to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the School will likely respect the victim's request for confidentiality.

If the School determines that it cannot maintain a victim's confidentiality, the School will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School's response.

The School will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or School employees, will not be tolerated. The School will also:
- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The School may not require a victim to participate in any investigation or disciplinary proceeding.

Because the School is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the School determines that it can respect a victim's request for confidentiality, the School will also take immediate action as necessary to protect and assist the victim.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. Zenith reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

At Zenith schools, the Campus President/Campus Director shall be the primary Campus Security Authority, and typically designates another campus employee as a CSA Assistant. In the absence of the Campus President/Campus Director the Regional Vice President of Operations will act as the Campus Security Authority.

All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus President/Campus Director and the Corporate Security Department who shall determine an appropriate response based on the nature of the incident.

Take Back the Night and other public awareness events

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to the School or Zenith of sexual violence for purposes of triggering its obligation to investigate any particular incident(s).

Off-campus Counselors and Advocates.

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the School unless the victim requests the disclosure and signs a consent or waiver form.

NOTE: While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

Campus Security Authority
The Campus Security Authority shall have the authority to ask persons for identification and to determine whether individuals have lawful business at the school. The Campus Security Authority shall cooperate with law enforcement agencies that have jurisdiction over the campus as necessary to ensure campus safety. The Campus Security Authority does not have arrest power. All crime victims and witnesses are strongly encouraged to immediately report alleged crimes to the Campus Security Authority and to the appropriate law enforcement agency, but victims are not required to notify such authorities.

The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses, including:

- A campus police department or a campus security department;
- An individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property);
- Any individual or organization specified in an institutional statement of campus security policy as an individual or organization to which students and employees should report criminal offences (e.g., Campus President, etc.);
- An official of who has the authority and the duty to take action or respond to particular issues on behalf of the institution and who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.

Where applicable, the institution shall uphold orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribunal court.

Sexual Offences [2] Reporting and Disciplinary Procedures
Sexual offences are a violation of the Code of Student Conduct and the Sexual Harassment Policy as stated in the School catalog. Victim(s) of any sexual offences should immediately seek assistance from local law enforcement authorities, the local rape crisis center, and/or the Campus Security Authority. School personnel shall be available to

assist the student in notifying these authorities if the victim chooses, as well as counsel the victim of the importance of preserving evidence for the proof of a criminal offence.

2 "Sexual Offences" as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

Disciplinary Action
All allegations of any sexual offences or VAWA Incidents shall be investigated by the appropriate Title IX Coordinator and the Corporate Security Department. Allegations against students shall be investigated pursuant to the Code of Student Conduct.

Disciplinary procedures in cases of alleged sexual offences or VAWA Incidents shall: (1) provide prompt, fair, and impartial investigation and resolution; (2) be conducted by officials who are trained annually on how to investigate and conduct hearings on domestic violence, sexual assault, and stalking; (3) give the accused and the accuser the same opportunities to have an advisor or others (e.g., witness or advocate) present during the proceeding and related meetings; (4) be conducted under a "preponderance of the evidence" standard, and (5) simultaneously notify the accused and accuser of the outcome, appeal procedures, and final results.

Students who are determined to have violated the School's prohibitions against sexual offences are subject to disciplinary action up to and including dismissal from the School. Detailed information regarding the disciplinary procedure for sexual offences and VAWA Incidents can be found in the Code of Student Conduct. As appropriate, the matter shall be referred to the appropriate law enforcement authorities for investigation and prosecution.

The school shall change a victim's academic situation after a sex offense or alleged sex offense if those changes are requested by the victim, and are reasonably available. The student may seek assistance in requesting a change from the Campus Security Authority. Changes offered to student victims include the following:

- Transfer into the same program at another Zenith school;
- Transfer into a different academic program at the same school;
- Change in academic schedule;
- Change in externship location/assignment;
- Leave of absence/withdrawal from School; and
- Change in living situation (on campuses that offer housing).

Violence against Women
Zenith is committed to creating and sustaining a positive learning and working environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking.

Such behaviors are not tolerated on any Zenith campus and are prohibited both by law and School policy. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

Campus Community Safety is Primary

The School's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other School policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Code of Student Conduct.

As required by the 2013 Violence Against Women Reauthorization Act, all Zenith Schools shall include subcategories for all Sexual Offences reported to the Campus Security Authority. Sexual Offences include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

Victim Confidentiality

The School will use its best efforts to ensure that:
- All publicly available safety and security records, reports, and disclosures shall not include any personally identifying information about the victim; and
- It will maintain as confidential any accommodation or protective measures to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measures.

State-Specific Statements

Virginia

Child Abuse and Neglect Reporting
Individuals 18 years and older who are associated with, employed by or volunteer with a private institution of higher learning are required to report, as soon as possible, but no later than 24 hours after having a suspicion of child abuse or neglect. No report is required if the individual has actual knowledge that the same matter has already been reported to Child Protective Services.

The Department of Social Service's toll-free child abuse and neglect hotline is 1-800-552-7096.
Most States have also enacted requirements for Child Abuse and Neglect Reporting. Information on these requirements is available at: http://www.ncsl.org/research/human-services/redirect-mandatory-rprtg-of-child-abuse-and-neglect-2013.aspx

Campuses may print and post informational posters which have been made available by the state. Those posters may be found on the Department of Social Service's website at:
http://www.dss.virginia.gov/family/cps/index2.cgi.

Pennsylvania

Sexual Offences[3] Reporting and Disciplinary Procedures

In addition to the Sexual Offences Reporting and Disciplinary Procedures, schools located in Pennsylvania shall operate in compliance with the Public School Code, "Sexual Violence Education at Institutions of Higher Education" by providing a sexual violence awareness education program which provides:
   • A discussion of sexual violence;
   • A discussion of consent, including an explanation that the victim is not at fault;
   • A discussion of drug and alcohol-facilitated sexual violence;
   • Information relating to risk education and personal protection;
   • Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to campus authorities and local law enforcement;
   • The possibility of pregnancy and sexually transmitted diseases;
   • Introduction of members of the educational community from:
       o Campus policy or security and local law enforcement;
       o Campus health center, women's center and rape crisis center;
       o Campus counseling service or any service responsible for psychological counseling and student affairs;
   • A promise of discretion and dignity;
   • A promise of confidentiality for victims of sexual offences.

The campus is to provide a follow-up program, such as lectures, institutional activities and videos and other educational materials related to sexual violence prevention and awareness for the duration of the school year for new students.

3 "Sexual Offences" as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.